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ABSTRACT

This review is designed for use by teachers, trainers, and administrative designers of instruction in word and data processing at the secondary, postsecondary, and adult levels. The 76 items included in the review are presented in a format designed to aid in the curriculum decision-making process. Descriptions of the curriculum products are presented on a single page to promote clarity, consistency, and efficiency. The chart format used in the review includes seven sets of related curriculum characteristics: source (title, author, publisher), delivery mode, profile (six graphs depicting the degree of an educational characteristic), operational characteristics (a brief narrative description), suggested prerequisites, administrative data (indication of copyright, cost, grade level, hours required to complete, National Center for Educational Statistics code number, number of pages), and readability. Items are alphabetized by title within two major sections, one for word processing and one for data processing. The name(s) of the author, editor, or product developer are included. Publishers' addresses are available in a listing of curriculum sources in word and data processing at the end of the review. A users' guide precedes the review. (YLB)

****
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1983 WORD AND DATA PROCESSING CURRICULUM MATERIALS REVIEW

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THE STATE UNIVERSITY OF NEW JERSEY
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ACKNOWLEDGEMENTS

The director of this project wishes to express his gratitude to the members of the advisory council which was formed to aid in the development of this product. Their time and effort greatly contributed to the development of the standardized review format which was used in this document.

Further acknowledgement is also expressed to Mr. Michael Curran, Dr. Patricia Gallo and Mr. Donald Hoffler whose continued support and efforts greatly contributed to the final completion of this review.

The project director also wishes to acknowledge Mrs. Joan Buck whose secretarial support greatly contributed to the completion of this effort.

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INTRODUCTION

The Word and Data Processing Curriculum Materials Review has been developed as a response to a statewide curriculum need identified through a research and development project conducted at the N. J. Vocational-Technical Curriculum Laboratory.

Initiated in 1980, the Statewide Curriculum Development Project, funded by the N. J. State Department of Education, Division of Vocational-Education and Career Preparation undertook the task of meeting its objectives through the design and application of a multi-dimensional curriculum needs assessment. As a result of that activity, a priority listing of needs in the program area of Business Education was developed. The concept for the actual product, in the form of a curriculum materials review for word and data processing, was determined as a result of discussion of the findings from the needs assessment by staff members of the Statewide Curriculum Development Project and the Business Education Office of the N. J. State Department of Education.

The design and development of the Word and Data Processing Curriculum Materials Review was achieved through a continuation of the Statewide Curriculum Development Project. It is anticipated that the delivery of research and development activities such as this will provide a vehicle for continuous linkages between the researcher and the practitioner and contribute to the satisfaction of program area needs in vocational education in a cooperative manner.

Chester P. Wichowski, D.Ed.
Director, Statewide Curriculum
Development Project

USERS' GUIDE

This review has been developed as an aid to persons interested in selecting word and data processing curriculum materials. All materials described in the review are commercially available to all. Prices listed are those identified at the time materials were actually received for examination.

Curriculum materials described in the review were collected through solicitation of examination copies from publishers as well as from instructional materials holdings of the New Jersey State Department of Education, Division of Vocational Education and Career Preparation. A complete listing of publication sources contacted during the development of this review is also included as an additional resource to you. Those sources with an asterisk notation in this listing are those which have materials described in the review.

The 76 items included in the review are presented in a format designed to aid in the curriculum decision-making process. The review has been developed for use by teachers, trainers, and administrative designers of instruction in word and data processing at the secondary, post-secondary and adult levels. The curriculum products described in the review have been presented on a single page in order to promote clarity, consistency, and efficiency. The chart format which has been utilized in the review includes seven sets of related curriculum characteristics. Each of these is briefly explained in the remainder of this Users' Guide section. These include:

1. Source
2. Delivery Mode
3. Profile
4. Operational Characteristics

5. Suggested Prerequisites
6. Administrative Data
7. Readability

Source

Items described in the review are alphabetized by title within two major sections, one for word processing and one for data processing. The name(s) of the author, editor, or product developer have been included. The publisher's address is available in the listing of curriculum sources in word and data processing at the end of the review. Materials published prior to 1976 were not included.

Delivery Mode

The chart contained in this section of the review includes 13 distinct curriculum delivery modes. An x is placed beside the category or categories appropriate to the materials being described. In cases where more than one x is provided, the item reviewed is an integral part of a kit, simulation, or multi-media package. Delivery modes listed are:

1. Audio Tape
2. CRT/Cassette Tape
3. CRT/Disk
4. Film
5. Filmstrip
6. Manual
7. Practice Set
8. Simulation
9. Slides
10. Text Book
11. Transparency or Transparency Master
12. Videotape
13. Workbook

Profile

The profile section consists of six bar graphs which depict the degree

of an educational characteristic present in a curriculum product. Based on a content inspection of the reviewed material, a rating on each characteristic was entered on the graph. Possible ratings are: (1) none at all, (2) somewhat, and (3) to a great extent. The six component characteristics include:

1. Bias-free, that is free of sex-role stereotyping and free of racial and ethnic bias
2. Compatibility with other instructional systems
3. Competency based
4. Individualized
5. Sequentially developed*
6. Testing provided

*This characteristic has been determined by the reviewer of the curriculum materials. Utilized in this determination was the degree in which the various units of instruction were dependent or requisite to each other.

Operational Characteristics

This section provides a brief narrative description of the materials reviewed as an addendum to the graphic information included in the profile section. The specific content of this section is unique to each set of curriculum materials reviewed.

Suggested Prerequisites

Most items selected for inclusion in the review are curriculum materials designed to increase a learner's skilled competence in a job. Some items, however, are informational or descriptive works designed to further the learner's knowledge base about the field. In either case, the learner's skills needed prior to using the reviewed item are indicated by this chart. Prerequisite skill levels suggested or implied by publishers in teachers' manuals or guides to using their materials have been transferred to this chart.

Administrative Data

Data of interest to general curriculum management are included in this chart. These include:

1. Indication of copyright
2. Cost of the item
3. Grade level(s)
4. Hours required to complete
5. N.C.E.S. code number, the classification of occupations by the National Center for Educational Statistics
6. Number of pages in the item

Readability

Curriculum materials included in this review have been analyzed for readability using the Thornton adaptation of the Flesch Reading Ease Formula. Dr. L. Jay Thornton, a faculty member of the Department of Vocational-Technical Education, the Graduate School of Education, Rutgers University, has modified the Flesch Formula in order to more effectively meet the needs of occupational education.

Rather than providing a single Grade Reading Level (GRL) for an entire document, the Thornton adaptation provides a series of GRL's computed at several points in the document under analysis. This information is provided for your use in the readability section of the review. The vertical axis of the graph provides the range of the GRL computations of the document analyzed. The horizontal axis provides the points of observations or pages used to conduct the analysis in the curriculum material reviewed.

The advantage of this precise GRL information is that it allows for a more complete understanding of material by the instructor. Such specialized knowledge is useful in the planning and delivery of instruction appropriate to student ability levels.

WORD PROCESSING

SOURCE

TITLE: Bilingual Word Processing Curriculum Development Project: Student's Manual

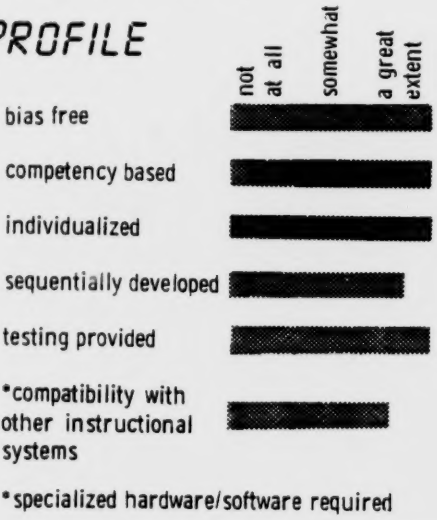
AUTHOR: Norwood, Project Director

PUBLISHER: NJ Vocational-Technical Curriculum Laboratory

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Although materials were designed to include the Lanier No Problem Typing System, other similar systems may be used.

OPERATIONAL CHARACTERISTICS

This instructional manual written in Spanish and in English enables an English or Spanish dominant student to become proficient as a bilingual word processing operator/secretary. Throughout the document, emphasis is placed on instructing the student in how to maintain integrity of expression in both Spanish and English. A compatible teacher's manual is available at extra cost.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	4th year	shorthand	
bookkeeping		machine transcription	1st year	spelling	4th year
data entry		programming		typing	2nd year
english composition	4th year	record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes _X_ no

cost $ 8.00

grade level(s) post-secondary

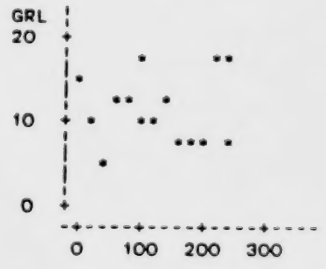
hours required to complete 30

n. c. e. s. code number 07.0608

number of pages (130;130) 260

date of publication 1981

READABILITY



SOURCE

TITLE: Business and Office Word Processing Instructional Materials: On Target with Word Processing: Student Manual

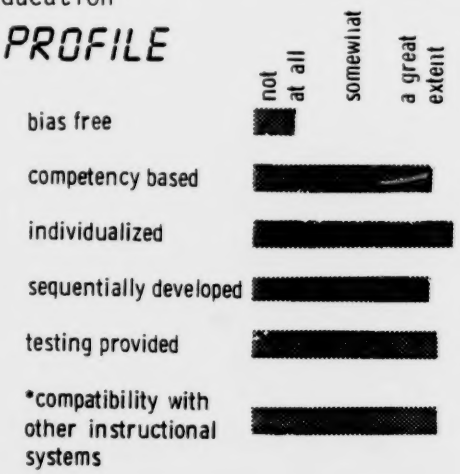
AUTHOR: Palma and Johnson

PUBLISHER: Minnesota State Department of Education

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	X
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Standard equipment of a word processing center is required: dictation equipment; cards, tapes, or disks; CRT/keyboard, processor, and printer.

OPERATIONAL CHARACTERISTICS

This document is part of a three-manual kit designed for use at a student work station. The kit is in the form of a simulation, including an Originator's Manual, an Instructor's Manual, and this Student Manual. The focus is on preparation for work in a word processing center. A section in work measurement is included in the Instructor's Manual.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	1st year	shorthand	
bookkeeping		machine transcription		spelling	1st year
data entry		programming		typing	1st year
english composition	1st year	record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes _X_ no

cost $ 3.75 per manual

grade level(s) 10- adult

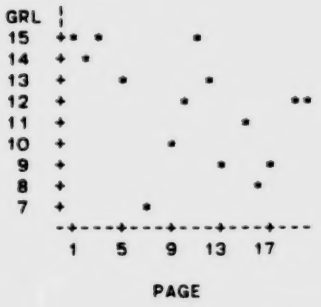
hours required to complete 6 weeks

n. c. e. s. code number 07.0608

number of pages 25

date of publication 1978

READABILITY



SOURCE

TITLE: Communication Skills for the Processing of Words

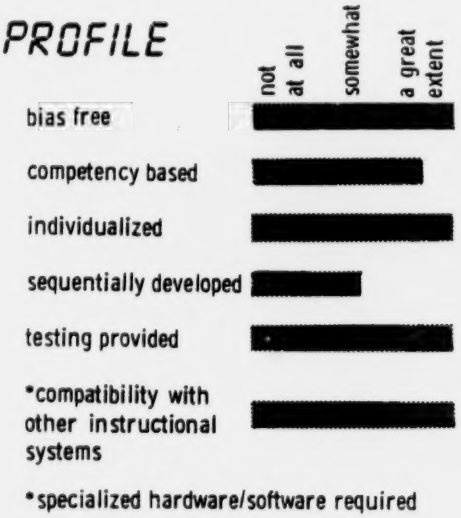
AUTHOR: Reiff

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is a workbook and brief explanation of punctuation, grammar, and spelling of importance in standard office correspondence. The document is developed on the principle of maintaining high interest level, focusing on only essential communication skills required for business.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	1st year	shorthand	
bookkeeping		machine transcription		spelling	1st year
data entry		programming		typing	1st year
english composition	1st year	record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 4.41

grade level(s) 10- adult

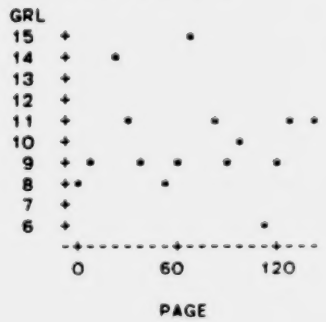
hours required to complete 16

n. c. e. s. code number 07.0608

number of pages 152

date of publication 1981

READABILITY



SOURCE

TITLE: Concepts in Word Processing: The Challenge of Change

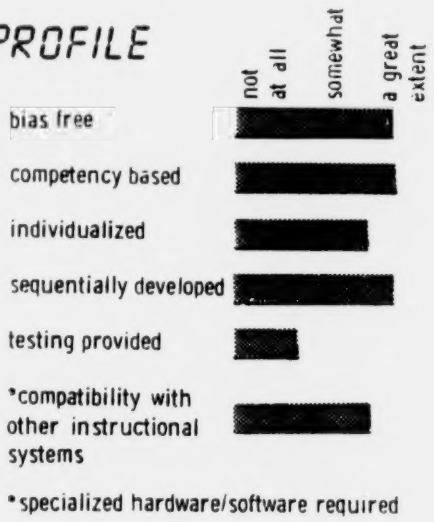
AUTHOR: Will and Dake

PUBLISHER: Allyn and Bacon, Inc.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X (soft cover)
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The text stresses the change factors involved in the word processing environment. Technological changes that take place and affect the field of word processing are discussed. Objectives and terms are given at the beginning of each chapter and a summary, discussion questions and activities are provided at the end of each chapter.

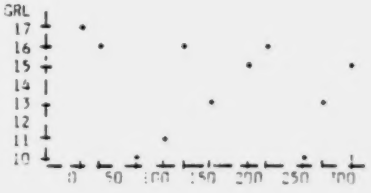
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$17.95
grade level(s)	13
hours required to complete	40
n. c. e. s. code number	07.0608
number of pages	340
date of publication	1982

READABILITY



SOURCE

TITLE: Concepts of Word Processing

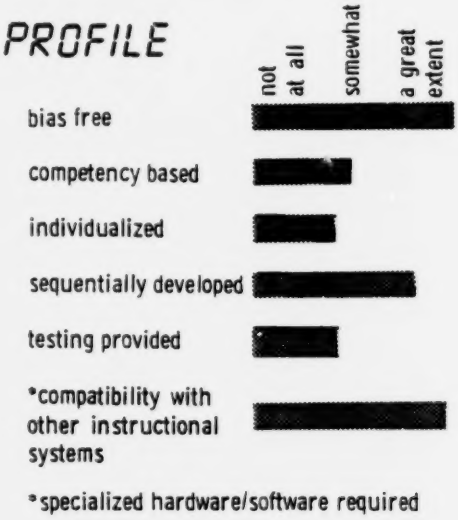
AUTHOR: Thompson and Moon

PUBLISHER: MPC Educational Publishers

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	X
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

cassette tape player,
slide projector

OPERATIONAL CHARACTERISTICS

Forty-seven professional quality slides and audio tape with music background are presented as an "audio-visual dictionary" of terms and concepts in word processing. A very brief discussion guide for the teacher includes suggestions for student projects.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 85.00
grade level(s)	high school-adult
hours required to complete	1/2 - 1
n. c. e. s. code number	07.0608
number of pages	50
date of publication	1981

READABILITY

Not Applicable

SOURCE

TITLE: A Continuous Letter Writer: Easy Mailer

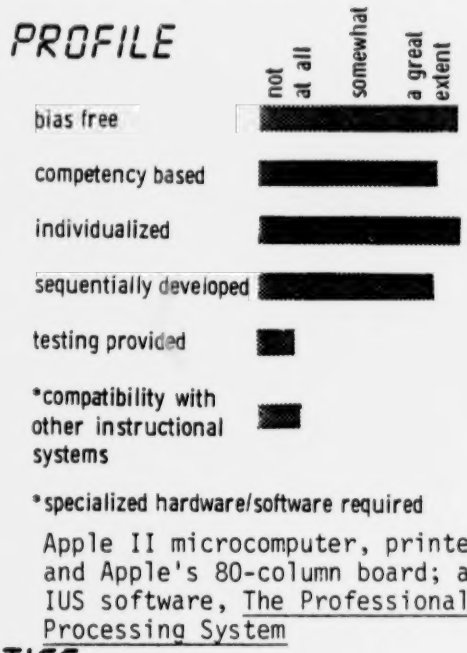
AUTHOR: Sand and Magid

PUBLISHER: Information Unlimited Software

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	X
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Apple II microcomputer, printer, and Apple's 80-column board; also IUS software, The Professional Word Processing System

OPERATIONAL CHARACTERISTICS

This interactive, clearly written manual teaches the user to create and maintain mailing lists and print form letter, mailing labels, and listings. It comes in quality packaging in bookshelf size (7½ x 10") for easy use. Two diskettes are included.

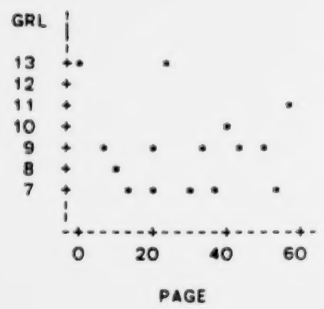
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	
data entry	experience on Apple II	programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 425.00
grade level(s)	11- adult
hours required to complete	N.A.
n. c. e. s. code number	07.0608
number of pages	59
date of publication	1982

READABILITY



SOURCE

TITLE: Datapro Communications Solutions, volume 2

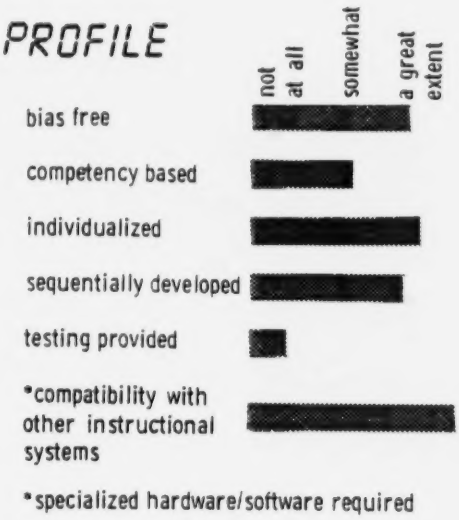
AUTHOR: Muldowney, Executive Editor

PUBLISHER: Datapro Research Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is a professional business management periodic research service covering problems of communications equipment, systems, and networks. This volume discusses functions such as selection, acquisition, installation, maintenance, system design, and standards. The service is updated monthly. It is part of a system of 15 major research reports, useful by itself, but optimally useful when coordinated with the other 14.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry	professional	programming	professional	typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 395 per year

grade level(s) post sec.-adult

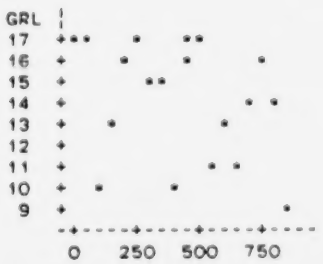
hours required to complete N.A.

n. c. e. s. code number 07.99

number of pages ca. 800

date of publication 1982

READABILITY



SOURCE

TITLE: Datapro Reports on Office Systems, volume 2

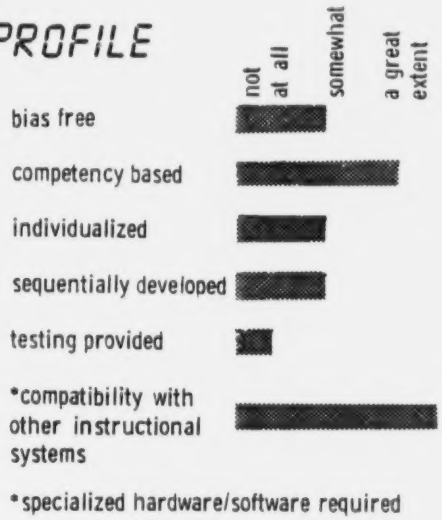
AUTHOR: Holmes, Executive Editor

PUBLISHER: Datapro Research Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is a complete guide to information on all aspects of office equipment, systems, and services. A monthly update is provided. It is part of the 15 report series published by Datapro Research. This document provides a comprehensive reference tool for copy machines, offset printers, mailing systems, and telephone systems essential to the integration of word processing within office systems.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 645 per year

grade level(s) post sec.- adult

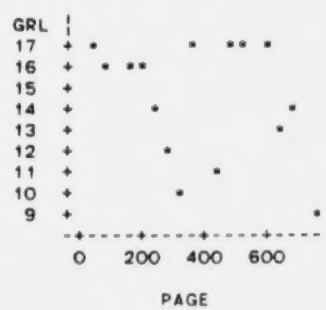
hours required to complete N.A.

n. c. e. s. code number 07.07

number of pages ca. 750

date of publication 1982

READABILITY



SOURCE

TITLE: Datapro Reports on Word Processing, volume 1

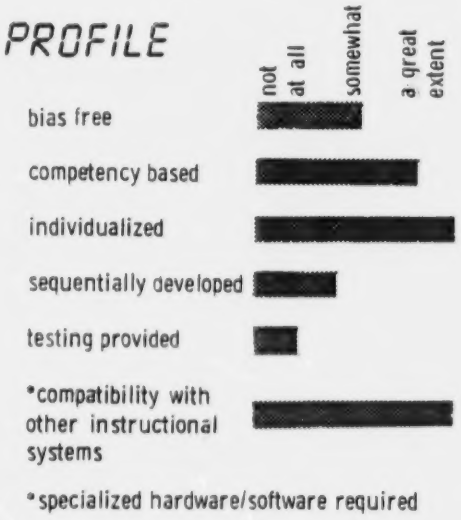
AUTHOR: Holmes, Managing Editor

PUBLISHER: Datapro Research Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is an approximately 800 page looseleaf binder of current reports on uses of industry-wide software and hardware in word processing. Datapro research reports are updated monthly and designed for managers and decision-makers in business settings. The reports are comprehensive, objective, and contain technical information.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry	professional	programming		typing	professional
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 515 per year

grade level(s) post sec.- adult

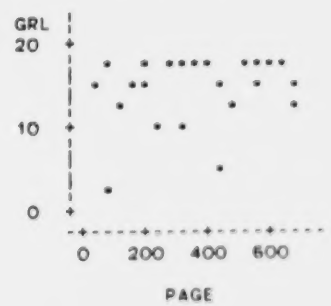
hours required to complete N.A.

n. c. e. s. code number 07.0608

number of pages ca. 800

date of publication 1982

READABILITY



SOURCE

TITLE: IBM Displaywriter System: General Information Manual
Teacher's Guide

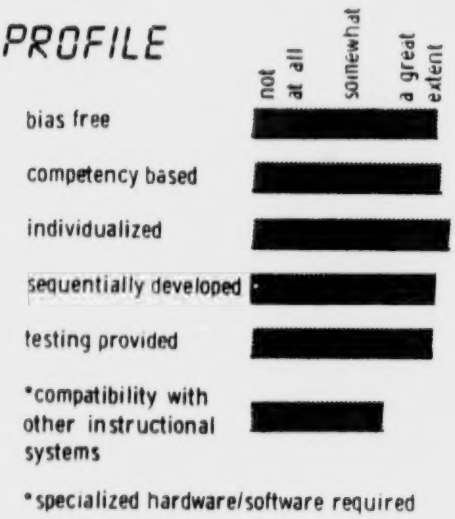
AUTHOR: .....

PUBLISHER: IBM

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

*IBM Displaywriter

OPERATIONAL CHARACTERISTICS

The manual gives a general overview of the IBM Displaywriter System. A glossary of word processing and communications terms is provided. The teacher's guide and textpacks provide working exercises. An in-depth discussion of the IBM displaywriter and its components provides specifics for the system.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Senior level	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost Unavailable

grade level(s) _____

hours required to complete 60

n. c. e. s. code number 07.0608

number of pages _____

date of publication 1980

READABILITY

Not Applicable

SOURCE

TITLE: IBM Electronic Typewriter: Student Training Guide and Teacher's Guide

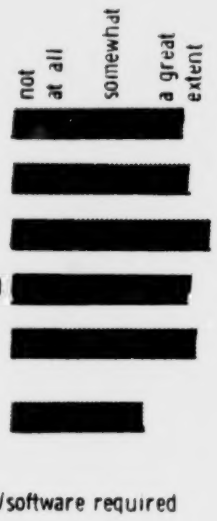
AUTHOR: IBM

PUBLISHER: IBM

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

*IBM Electronic Typewriter 75

OPERATIONAL CHARACTERISTICS

The student training guide is designed in modules: typewriter adjustments, letters and memos, revising, repetitive documents, and tables. Each module has practice materials and a self-check included.

The teacher's guide has a discussion of each module with an answer key for all exercises.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost Unavailable

grade level(s) 11-12

hours required to complete 40

n. c. e. s. code number 07.0608

number of pages

date of publication 1981

READABILITY

Not Applicable

SOURCE

TITLE: Introduction to Word Processing

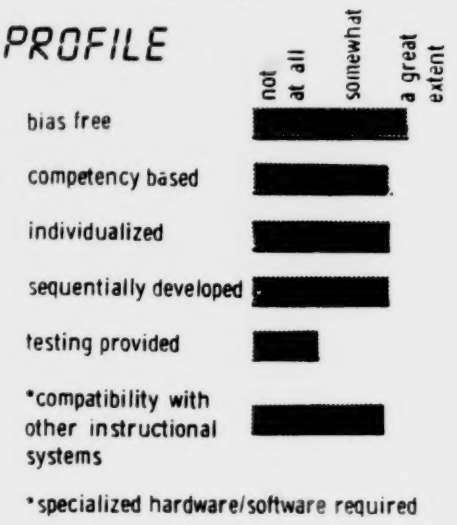
AUTHOR: Mason

PUBLISHER: Bobbs-Merrill Educational Publishers

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X (soft cover)
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This textbook is designed to prepare students for professions in the field of word processing. Because of the changing office environment today, management systems must also change. This text gives the student some insight into these changes. The companion book is Word Processing Skills and Simulations. Introduction to Word Processing provides concept skills and the simulations provide practical experience.

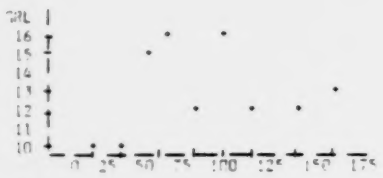
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$6.95
grade level(s)	11-12
hours required to complete	25-30
n. c. e. s. code number	07.0608
number of pages	166
date of publication	1979

READABILITY



SOURCE

TITLE: Introduction to Word Processing

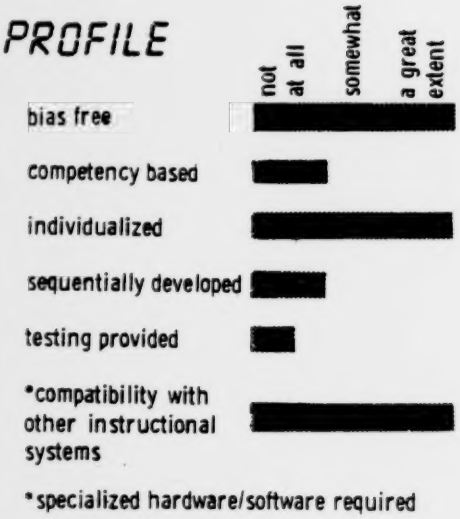
AUTHOR: Glatzer

PUBLISHER: Sybex

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This paperback text is written in a lively style oriented toward business applications and decision making. It uses catchy titles and clever illustrations; would be especially appropriate for adults on the job as an introduction to word processing concepts and potential.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 12.95

grade level(s) high school-adult

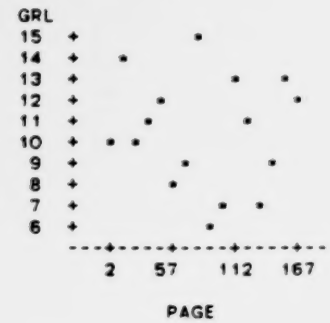
hours required to complete 3

n. c. e. s. code number 07.0608

number of pages 210

date of publication 1982

READABILITY



SOURCE

TITLE: Introduction to Word Processing

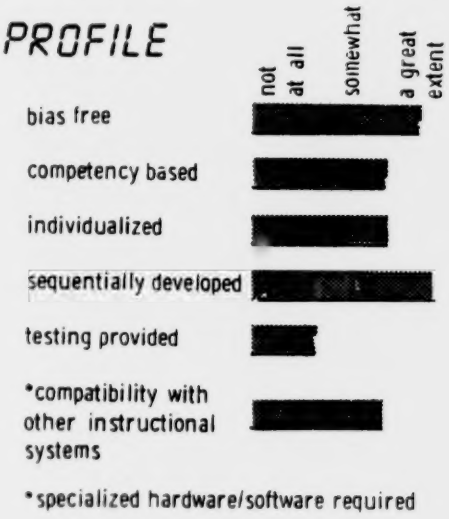
AUTHOR: Quible and Johnson

PUBLISHER: Winthrop Publishers, Inc.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This text is presented in chronological order beginning with the installation of a word processing system to a preview of word processing and the office of the future. Each chapter begins with an outline and there is a series of review questions. The chapters also include case studies designed to place the student in a realistic situation.

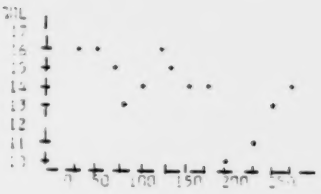
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$16.95
grade level(s)	13
hours required to complete	40-45
n. c. e. s. code number	07.0608
number of pages	256
date of publication	1980

READABILITY



SOURCE

TITLE: Machine Transcription Word Processing

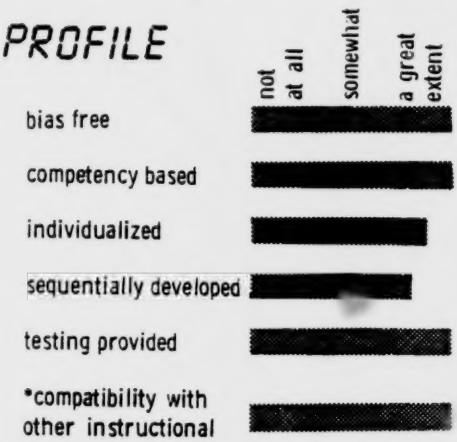
AUTHOR: Pasewark

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	X
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

cassette tape player and standard office typewriter required for each student

OPERATIONAL CHARACTERISTICS

Although the author calls this a text book, it is actually a bound but detachable set of letterheads and forms typically used by transcriptionist typists. The book features 20 different jobs in various businesses (advertising agency, credit department, TV station, legislator's office). Business vocabulary sections are included.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	1st year	shorthand	
bookkeeping		machine transcription		spelling	1st year
data entry		programming		typing	1st year
english composition	1st year	record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 122.71

grade level(s) 10- adult

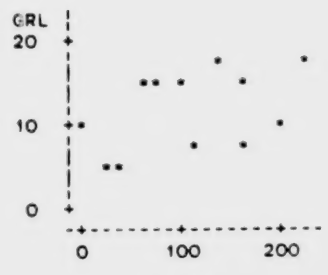
hours required to complete N.A.

n. c. e. s. code number 07.0699

number of pages 298

date of publication 1979

READABILITY



SOURCE

TITLE: Mercury Systems: Practice Set in Word Information Processing for Use with Text-editing or Conventional Typewriters

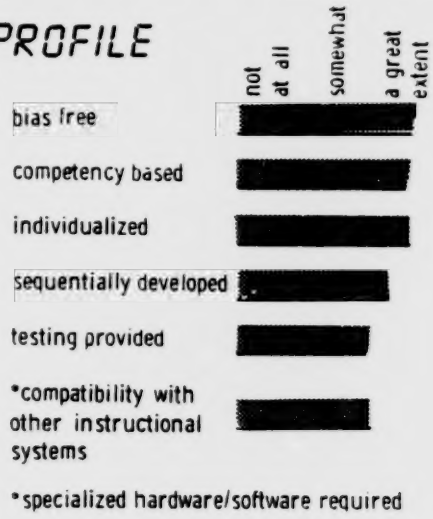
AUTHOR: Boyce

PUBLISHER: McGraw-Hill Book Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

*text editing equipment or conventional typewriters necessary

OPERATIONAL CHARACTERISTICS

This varied set of materials gives the student operator the opportunity to actually perform project materials with the use of text editing equipment or a conventional typewriter. Materials provided are in rough draft form to provide students with the learning activity of making necessary revisions (editing) in order to produce a final product.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Grade 11	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $6.72

grade level(s) ___

hours required to complete 25

n. c. e. s. code number 07.0608

number of pages Manual - 38

date of publication 1981

READABILITY

Not Applicable

SOURCE

TITLE: Palmetto Insurance Company: The Word Processing Correspondence Secretary
An Office Job Simulation

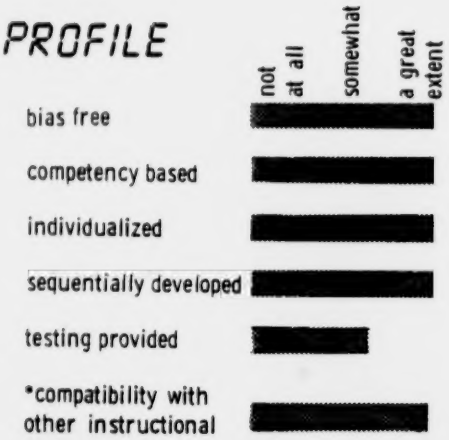
AUTHOR: Matthews/Moody

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	X
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

cassette tape contains optional dictation exercises: cost, $11.25

OPERATIONAL CHARACTERISTICS

This varied packet of instructional materials simulates the job of a word processing correspondence secretary in an insurance company. Contents include daily source document packets, folders for organizing stored documents and work in progress, and other standard insurance office materials. Students are instructed in documentation of flow of work as well as in specialized word processing techniques.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition	2nd year	record keeping	1st year		

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 7.17

grade level(s) 11- adult

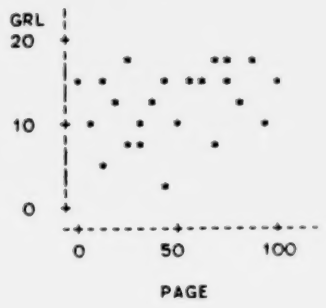
hours required to complete 20-30

n. c. e. s. code number 07.0608

number of pages 98 pages chosen for review

date of publication 1981

READABILITY



SOURCE

TITLE: Racquets Unlimited: Employee's Guide: A Word Processing Flow of Work Simulation

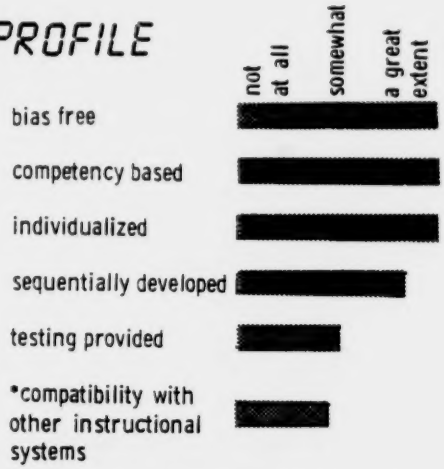
AUTHOR: Levitt

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	X
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

text-editing typewriter, dictation/transcribing machine, cassette recorder/player, standard typewriter

OPERATIONAL CHARACTERISTICS

This is a word processing office simulation for management positions, positions of word originator, correspondence secretaries, and administrative secretaries. The setting is a wholesale company manufacturing tennis racquets. The packet includes in-basket materials, various forms, and a pre-simulation workbook.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition	2nd year	record keeping	1st year		

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 51.51

grade level(s) 11- adult

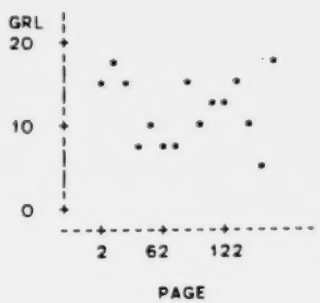
hours required to complete 20- 30

n. c. e. s. code number 07.0608

number of pages 182

date of publication 1982

READABILITY



SOURCE

TITLE: Records Management; Data Processing; Word Processing

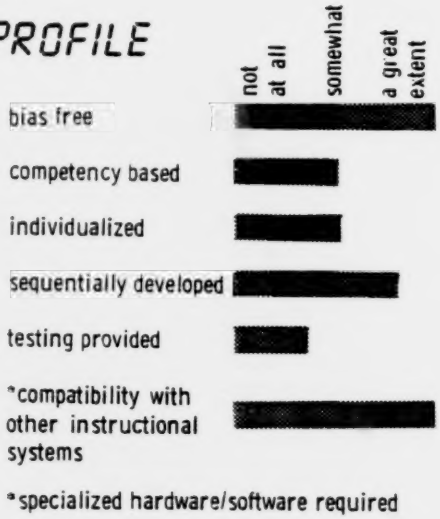
AUTHOR: Nivens, Rackers, Cook, & Caton

PUBLISHER: Milliken Publishing Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	X
simulation	
slides	
text book	
transparency	X
videotape	
workbook	

PROFILE



*specialized hardware/software required

overhead projector and duplicating machine

OPERATIONAL CHARACTERISTICS

This is a comprehensive set of clear, colorful transparencies which can be used in any combination or sequence by the teacher in large group or small group instruction. They have particular application in workshop or seminar settings. Duplicating masters are included for incorporation into lessons. They can be the foundation of a flexible information and instructional system.

SUGGESTED PREREQUISITES

None required

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost 3 volume set $ 35.00

grade level(s) high school-adult

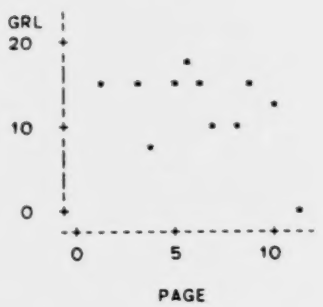
hours required to complete N.A.

n. c. e. s. code number 07.0701 -0301, -0608

number of pages 40 per volume

date of publication 1980

READABILITY



SOURCE

TITLE: Summary Report of National Study of Word Processing Installations in Selected Business Organizations

AUTHOR: Scriven, Holley, Wagoner, and Brown

PUBLISHER: Delta Pi Epsilon Fraternity (DPE

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	
report	X

PROFILE

	not at all	somewhat	a great extent
bias free			
competency based			
individualized			
sequentially developed		Not Applicable	
testing provided			
*compatibility with other instructional systems			

*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

Delta Pi Epsilon, the national honorary professional graduate fraternity in business education, conducted a comprehensive study during 1978-1980 to determine current and anticipated future practices in word processing installations throughout the United States. With the cooperation of the International Information/Word Processing Association (IWP), random samples were drawn; survey instruments and interview schedules were developed and administered. This summary report highlights results and trends.

SUGGESTED PREREQUISITES

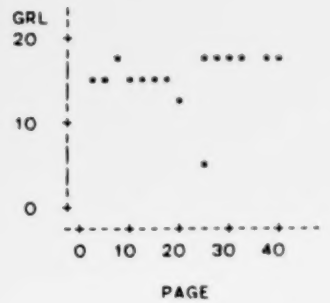
Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 4.00
grade level(s)	professional
hours required to complete	N.A.
n. c. e. s. code number	07.0608
number of pages	43
date of publication	1981

READABILITY



SOURCE

TITLE: The Text Editor Educational Handbook

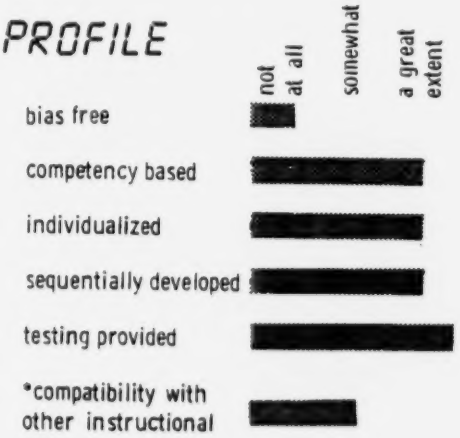
AUTHOR: .....

PUBLISHER: Adler-Royal Business Machines,Inc

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Approximately one-half of the manual could be used without specialized hardware; the other half requires Adler-Royal Text Editor Typewriter.

OPERATIONAL CHARACTERISTICS

This is a handbook divided into 12 sections, useful as a reference tool or self-paced manual in classrooms or business laboratory settings. It provides fundamental introduction to functions of a text editing typewriter.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition	2nd year	record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes _X_ no

cost $ 18.00

grade level(s) 11- adult

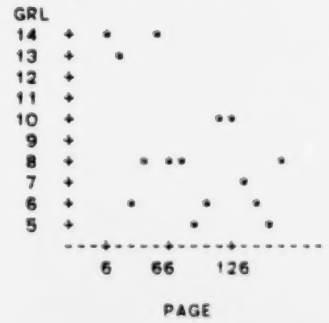
hours required to complete N A

n. c. e. s. code number 07.9608

number of pages 192

date of publication none indicated

READABILITY



SOURCE

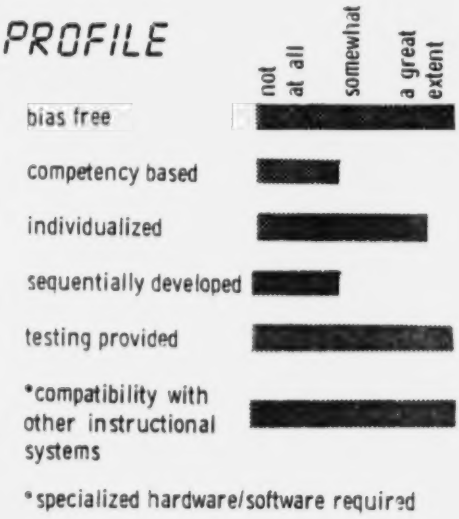
TITLE: The Transcription Specialist: A Text-Workbook

AUTHOR: Ennis, Price, and Vedder PUBLISHER: Harcourt Brace Jovanovich

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	X
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

cassette tape player

OPERATIONAL CHARACTERISTICS

The text-workbook is the key component of an instructional system which also includes 22 cassette tapes and a packet of simulated office stationery and forms. Components include: an overview of machine transcription, professionalism and transcribing efficiency, style and formatting, and English skills. A complete instructor's guide is included.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	2nd year
data entry		programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 11.95

grade level(s) 11- post secondary

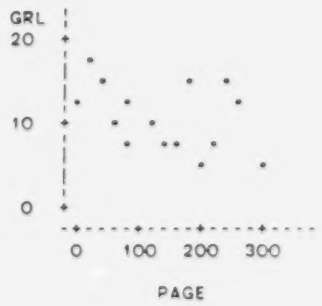
hours required to complete 1 semstr.

n. c. e. s. code number 07.0699

number of pages 315

date of publication 1981

READABILITY



SOURCE

TITLE: The WP Book and Individualized Learning Guides

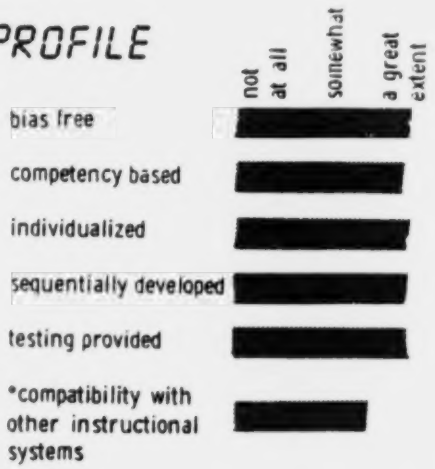
AUTHOR: Kutie and Huffman

PUBLISHER: John Wiley & Sons

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
reference manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

*electronic typewriters can be used but are not necessary

OPERATIONAL CHARACTERISTICS

A reference manual and individualized learning guide provides instructions to improve language arts skills. The reference manual (The WP Book) is a good supplementary book for word processing/administrative support personnel. All materials that are necessary for the completion of exercises are provided in the learning guide.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Grade 11	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$11.95
grade level(s)	12-13
hours required to complete	35
n. c. e. s. code number	07.0608
number of pages	-
date of publication	1980

READABILITY

Not Applicable

SOURCE

TITLE: Word Processing Administrative Assistant, Correspondence Specialist, Correspondence Supervisor

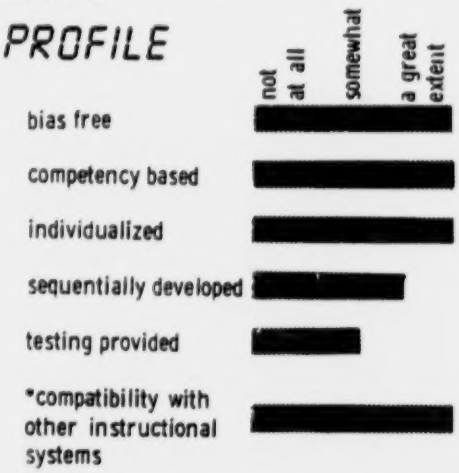
AUTHOR: Fuehrer, Project Director

PUBLISHER: Minnesota State Department of Education

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required Stop watch and adding machine are needed. The manual can be used with any standard keyboard, dictation, and word processing system.

OPERATIONAL CHARACTERISTICS

This is a collection of terminal performance objectives based on task lists in 25 areas of competency in word processing jobs. Criteria specified for all objectives can be useful in test construction. Introductory pages include a log format sheet and a section on definition of standards. A Student Competency Record is included.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	2nd year
data entry		programming		typing	1st year
english composition	2nd year	record keeping			

ADMINISTRATIVE DATA

copyrighted?	___ yes X no
cost	$ 5.11
grade level(s)	11- adult
hours required to complete	N.A.
n. c. e. s. code number	07.0608
number of pages	138
date of publication	1979

READABILITY

Not Applicable

SOURCE

TITLE: Word Processing Administrative Support Secretary

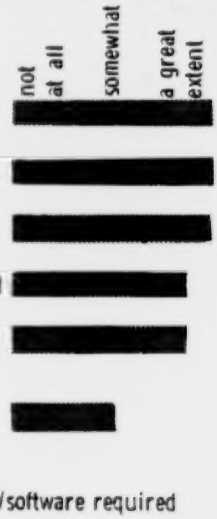
AUTHOR: State of Maryland

PUBLISHER: V-TECS (Vocational-Technical Education Consortium of States)

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

V-TECS products are available at cost-recovery price to member states only. Cost to non-members is $600 per catalog.

OPERATIONAL CHARACTERISTICS

This is a catalog of tasks, performance objectives, performance guides, tools and equipment required for performing on the job as a word processing administrative support secretary. The occupational inventory was developed by 93 administrative support secretaries who served more than one boss/principal in a company utilizing a word processing system for handling paper flow. V-TECS catalogs are also available for correspondence specialist and computer operator.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	1st year	shorthand	
bookkeeping		machine transcription		spelling	1st year
data entry		programming		typing	1st year
english composition	1st year	record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 3.00

grade level(s) high school- adult

hours required to complete N.A.

n. c. e. s. code number 07.0608

number of pages 106

date of publication 1979

READABILITY

Not Applicable

SOURCE

TITLE: Word Processing: An Introduction to Word Processing: Instructor's Guide

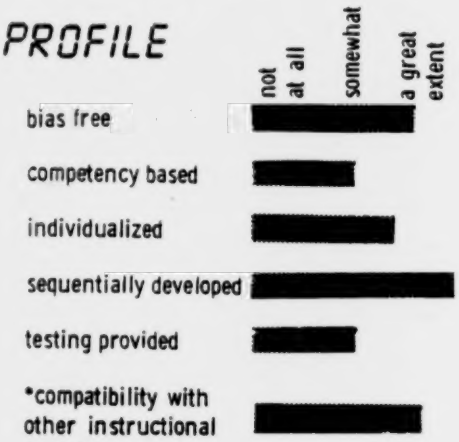
AUTHOR: Klevins

PUBLISHER: Prentice Hall Media

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	X
manual	X
practice set	
simulation	
slides	
text book	
transparency	X
videotape	
workbook	

PROFILE



*specialized hardware/software required

filmstrip projector,
cassette tape player

OPERATIONAL CHARACTERISTICS

Four sets of filmstrips/cassettes present an overview of equipment and procedures of word processing. The guide briefly outlines topics covered by the narration and filmstrip. Eleven transparency masters are included. Titles include: introduction, generating documents, keyboarding and editing, and distribution and retention. Called the 1040 series, it is packaged in 4 boxes including 11 filmstrips with cassette tape narration.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 399 set of 4

grade level(s) high school- adult

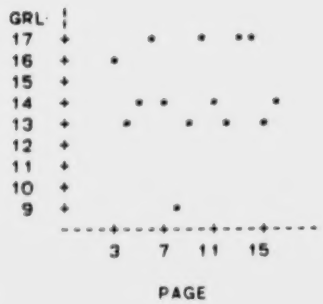
hours required to complete 2

n. c. e. s. code number 07.0608

number of pages 16

date of publication 1981

READABILITY



SOURCE

TITLE: Word Processing: A Systems Approach to the Office

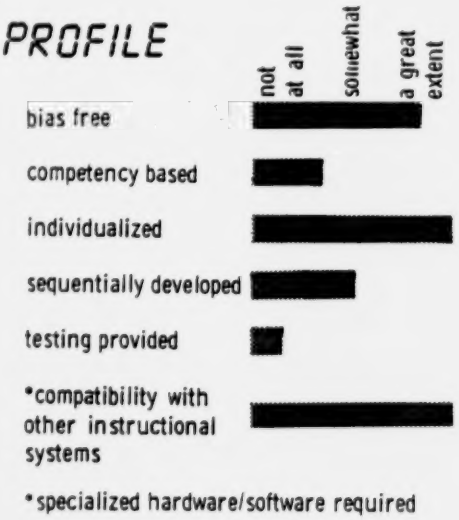
AUTHOR: McCabe and Popham

PUBLISHER: Harcourt Brace Jovanovich

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is an introductory textbook to the many phases of word processing and career opportunities within the field. Included are sections on word processing case studies and the paperless office of the future.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 9.95

grade level(s) high school-adult

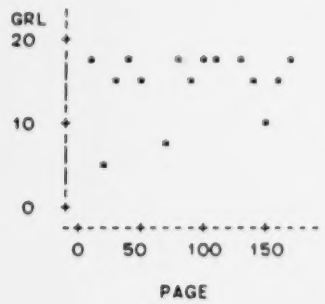
hours required to complete N.A.

n. c. e. s. code number 07.0608

number of pages 180

date of publication 1977

READABILITY



SOURCE

TITLE: Word Processing Concepts

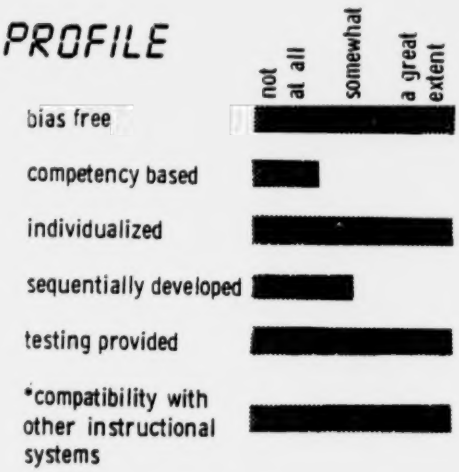
AUTHOR: Casady

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

Instruction is presented in workbook format containing extensive sections of text covering history of word processing, descriptions of office systems, descriptions of applications of word processing, and career paths in secretarial services. It is useful as an introduction to the context of word processing.

SUGGESTED PREREQUISITES

None

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 4.32

grade level(s) high school- adult

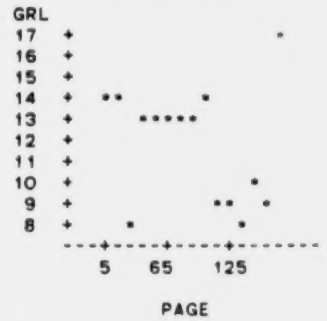
hours required to complete 9 weeks

n. c. e. s. code number 07.0608

number of pages 188

date of publication 1980

READABILITY



SOURCE

TITLE: Word Processing: Concepts and Applications

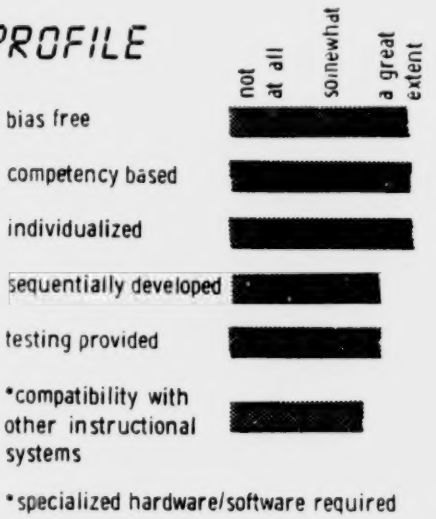
AUTHOR: Ellis

PUBLISHER: McGraw-Hill Book Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	X
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

*typewriter or word processing equipment required

OPERATIONAL CHARACTERISTICS

This is a two-part program consisting of a manual designed to give the student the basics of word processing and a three person simulation of a word processing office. A typewriter is required to complete the materials, although text editing equipment would be more beneficial. The hands-on feature of this material provides actual working experiences for students.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Grade 11	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$7.48
grade level(s)	12
hours required to complete	20-25
n. c. e. s. code number	07.0608
number of pages	Manual - 39
date of publication	1980

READABILITY

Not Applicable

SOURCE

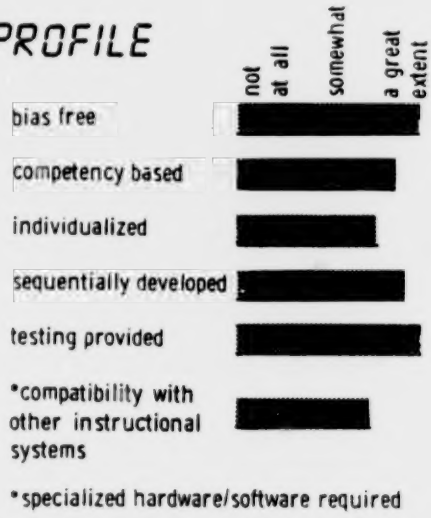
TITLE: Word Processing: Concepts and Careers

AUTHOR: Bergerud and Gonzalez PUBLISHER: John Wiley & Sons

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	X (soft cover)
transparency	X
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

These materials reflect what the current technology is in the field of office automation, what it can do and how it provides different procedures to handle the information explosion in the modern office. It provides information relating to new career opportunities available to the office worker today. A teacher's manual and transparency materials are available.

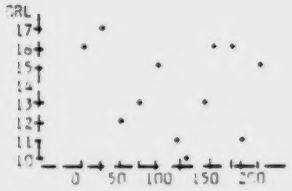
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$15.95
grade level(s)	13
hours required to complete	40
n. c. e. s. code number	07.0608
number of pages	203
date of publication	1981

READABILITY



SOURCE

TITLE: Word Processing Fundamentals

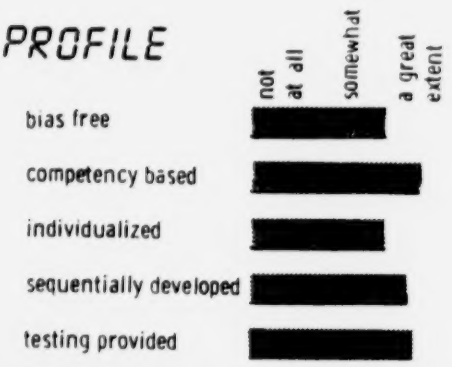
AUTHOR: Waterhouse

PUBLISHER: Harper & Row Publishers

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	X (soft cover)
transparency	X
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

Word Processing concepts, careers, systems, equipment, and basic information to implement word processing into the curriculum are introduced. This book is useful for secretarial students, management students and data processing students. Each chapter begins with a list of objectives the student complete. Summaries and exercises are provided at end of chapter. An instructor's manual is available.

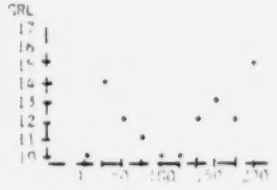
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$12.50
grade level(s)	12
hours required to complete	40
n. c. e. s. code number	07.0608
number of pages	203
date of publication	1979

READABILITY



SOURCE

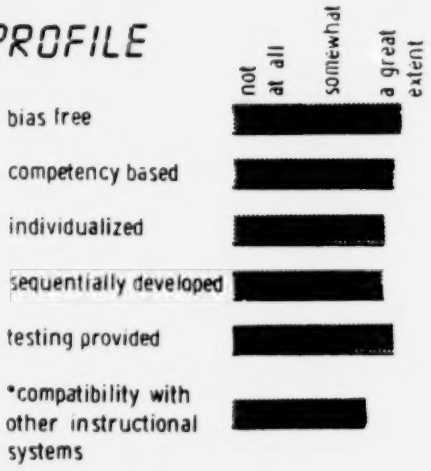
TITLE: Word Processing: Keyboarding Applications and Exercises

AUTHOR: Rosen and Hubbard PUBLISHER: John Wiley & Sons

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	
slides	
text book	X (soft cover)
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

*electronic typewriter or text editing equipment necessary

OPERATIONAL CHARACTERISTICS

This text provides hands-on applications and exercises in the development of word processing operators. The material would be appropriate as supplemental rather than the primary text. Keyboarding, text editing and information processing skills are the main focus of the text. A teacher's manual with an answer key to student activities is available.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Grade 11	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $16.95 plus $4.95 for working papers

grade level(s) 13

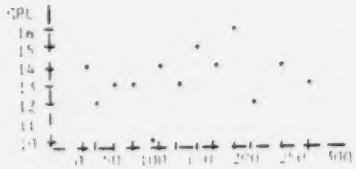
hours required to complete 45

n. c. e. s. code number 07.0608

number of pages 281

date of publication 1981

READABILITY



SOURCE

TITLE: Word Processing Occupational Model, Part 1: Correspondence Secretary Student Manual

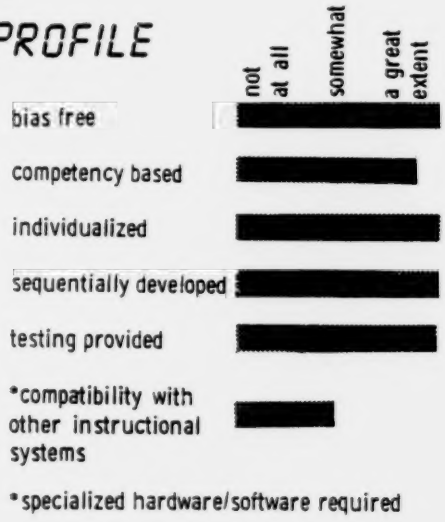
AUTHOR: Frye and Thompson

PUBLISHER: Milady (MPC) Educational Publishers

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	X
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

cassette tape player

OPERATIONAL CHARACTERISTICS

Sample job activities for a one-month period are detailed. A student can choose a "job" best suited to individual learning needs.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	3rd year	shorthand	
bookkeeping		machine transcription	1st year	spelling	2nd year
data entry		programming		typing	2nd year
english composition	2nd year	record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 39.95

grade level(s) high school-adult

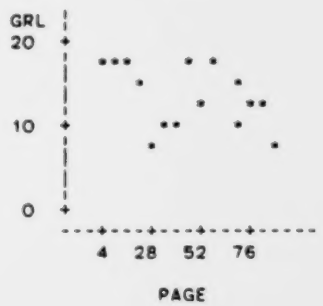
hours required to complete 30

n. c. e. s. code number 07.0608

number of pages 95

date of publication 1981

READABILITY



SOURCE

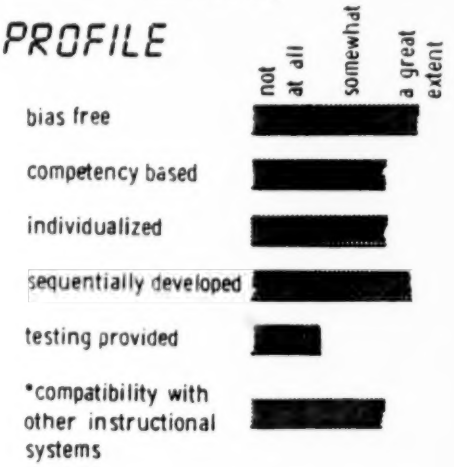
TITLE: Word Processing: Operations, Applications, and Administration

AUTHOR: Kleinschrod, Kruk, Turner PUBLISHER: Bobbs-Merrill Educational Publishing

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

A basic understanding of the system of word processing is described in this text. The text focused on how word processing operates, what business applications can be used and how to manage/administer the system. The actual operation of equipment is not taught, but rather it examines the system of word processing. Both the administrative and correspondence functions of the word processing system are covered.

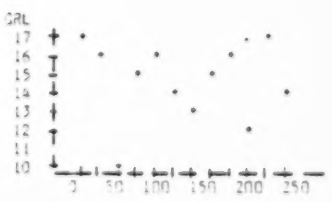
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$23.50
grade level(s)	13
hours required to complete	50-60
n. c. e. s. code number	07.0608
number of pages	249
date of publication	1980

READABILITY



SOURCE

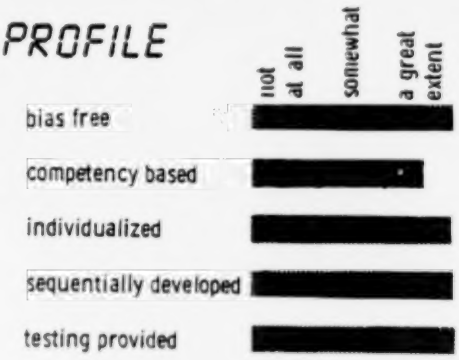
TITLE: Word Processing Operations: The Universal Approach

AUTHOR: Multi Media Learning System PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

Activity Guide is designed to be used with a set of videotapes(not yet avail able 6/82) and audio tapes. TV monitor and cassette tape player required

OPERATIONAL CHARACTERISTICS

The focus of instruction is on decision making in word processing; text is aimed at the post-high school student. This workbook is designed to be used with a companion "Guided Discovery Operations" manual. The instructional system functions best when all components are purchased and used together.

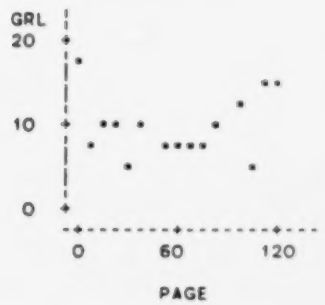
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition	3rd year	record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 19.00
grade level(s)	adult
hours required to complete	6
n. c. e. s. code number	07.0608
number of pages	140
date of publication	1982

READABILITY



SOURCE

TITLE: Word Processing Simulations for Electronic Typewriters and Text Editors

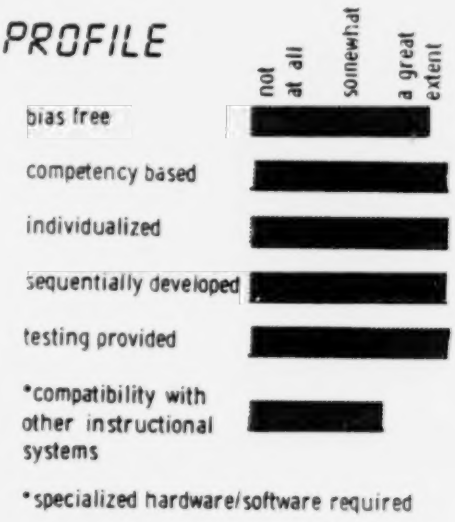
AUTHOR: Wheeler and Dalton

PUBLISHER: John Wiley & Sons

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	X
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

*electronic typewriter or text editor

OPERATIONAL CHARACTERISTICS

Hands-on simulated word processing applications to be used on electronic typewriters or text editors is provided. Language skills and typing skills are tested. Speciality areas, such as legal, medical, and technical are included in the simulated exercises. A teacher's manual is provided. This manual included a section on teaching word processing to the handicapped.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Grade 12	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$9.95
grade level(s)	12-13
hours required to complete	25-30
n. c. e. s. code number	07.0608
number of pages	
date of publication	1982

READABILITY

Not Applicable

SOURCE

TITLE: Word Processing Skills and Simulations

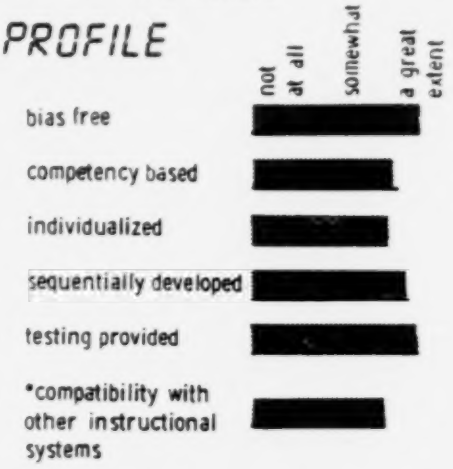
AUTHOR: Mason

PUBLISHER: Bobbs-Merrill Educational Publishers

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	X (soft cover)
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

* typewriter

OPERATIONAL CHARACTERISTICS

This text is divided into several sections: language skills, originator tasks, office simulations, and role playing practical problems. Efficient language skills, understanding the administrative and correspondence secretaries positions, and problem solving are highlighted. A teacher's manual is available.

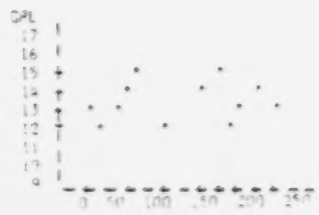
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	Grade 11	shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	2nd year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$12.50
grade level(s)	13
hours required to complete	35-40
n. c. e. s. code number	07.0608
number of pages	239
date of publication	1979

READABILITY



SOURCE

TITLE: Word Processing Student Material

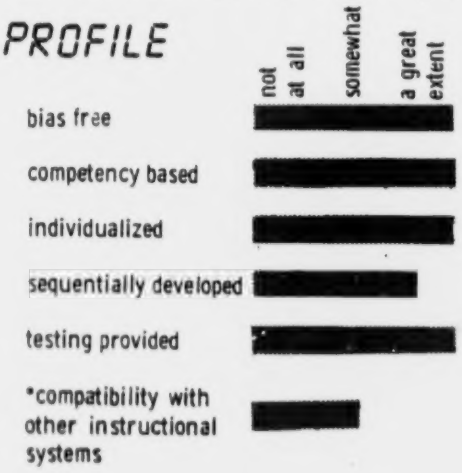
AUTHOR: Armstrong, West Virginia Vocational Curriculum Laboratory

PUBLISHER: Western Illinois University. Curric. Publications Clearinghouse

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

Specific textbooks are required for specific modules in order to use the materials as written. Timed transcription tapes are also required.

OPERATIONAL CHARACTERISTICS

This is a competency-based curriculum for skill development aimed at high school students. It is organized into 7 modules: introduction, English/proofreading, typing, office machines, job techniques, office procedures, and equipment operation. Text is clear, complete, easy to use. Instructional system is compatible with any word processing hardware. Other text books could be substituted for those specified.

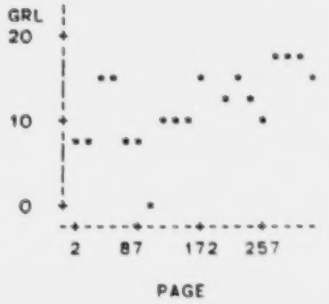
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	___ yes X no
cost	$ 5.00
grade level(s)	high school- adult
hours required to complete	1 year
n. c. e. s. code number	07.0608
number of pages	353
date of publication	1980

READABILITY



SOURCE

TITLE: Work Measurement (2nd edition)

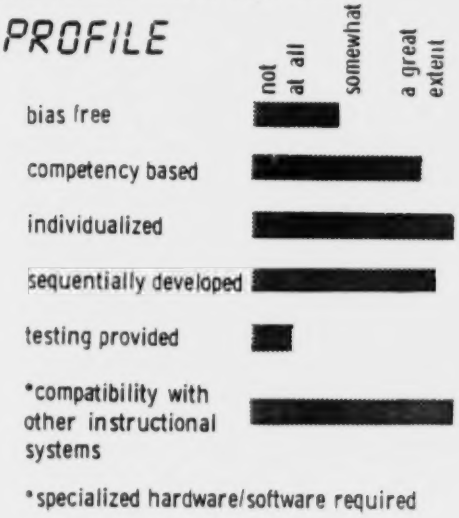
AUTHOR: Thursland

PUBLISHER: (IWP) International Information and Word Processing Assn.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This text book is appropriate for use in post-secondary, adult, or professional training programs. The concepts discussed require post high school level of understanding of management practices and comprehension of word processing applications.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 38.00

grade level(s) post sec.- adult

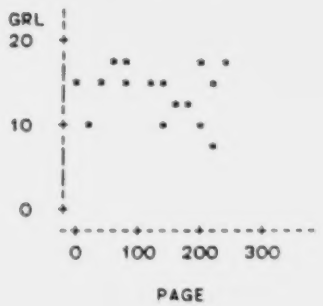
hours required to complete N.A.

n. c. e. s. code number 07.0401

number of pages 264

date of publication 1981

READABILITY



SOURCE

TITLE: Writing Better Letters in Business: Study Guide

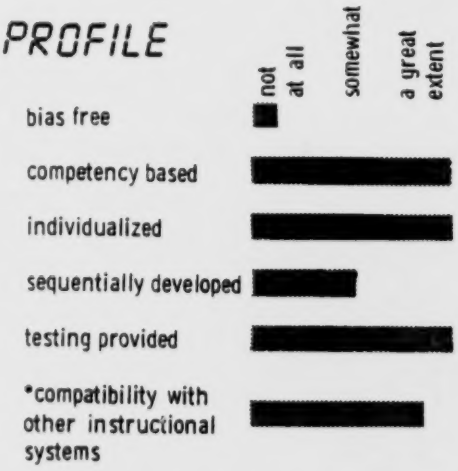
AUTHOR: Beckley and Millen

PUBLISHER: Bergwall Productions, Inc.

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

Ten cassette tapes provide lessons; Study Guide provides review questions based on tape content, but could be used without having to purchase tapes

OPERATIONAL CHARACTERISTICS

This is a series of 10 cassette tapes and student workbook designed to improve letter writing skills. The program covers: openings, paragraphing, endings, use of active words, and use of distinctive business style. The Study Guide is sex-role stereotyped throughout the document.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	1st year	shorthand	
bookkeeping		machine transcription		spelling	1st year
data entry		programming		typing	1st year
english composition	1st year	record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost total package, $ 124

grade level(s) high school- adult

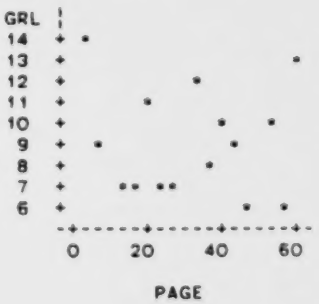
hours required to complete 20

n. c. e. s. code number 07.0601

number of pages 62

date of publication 1977

READABILITY



SOURCE

TITLE :

AUTHOR :

PUBLISHER :

DELIVERY MODE

audio tape ____
crt/cassette tape ____
crt/disk ____
film ____
filmstrip ____
manual ____
practice set ____
simulation ____
slides ____
text book ____
transparency ____
videotape ____
workbook ____

PROFILE

	not at all	somewhat	a great extent
bias free			
competency based			
individualized			
sequentially developed			
testing provided			
*compatibility with other instructional systems			

*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes ___ no

cost _____

grade level(s) _____

hours required to complete _____

n. c. e. s. code number _____

number of pages _____

date of publication _____

READABILITY

DATA PROCESSING

SOURCE

TITLE: Advanced Statistical Analysis: Business Systems

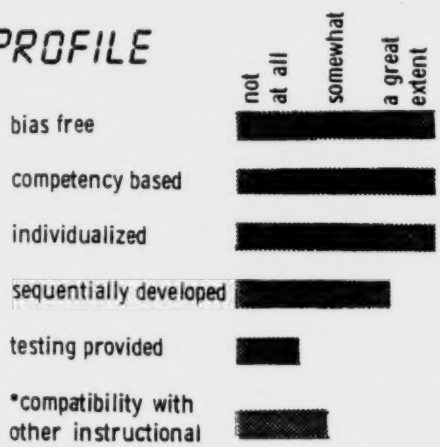
AUTHOR: Hebbler

PUBLISHER: Radio Shack, Tandy Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	X
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Radio Shack TRS 80, II or III;
Radio Shack printer for hardcopy output is desirable

OPERATIONAL CHARACTERISTICS

This is a user-oriented data analysis system suitable for applications in business education, allied health, and in administration of vocational programs. Operator interacts with CRT/tape. A general instructional section precedes standard statistics: randomization, descriptive statistics, ANOVA, T-test, correlation and linear regression, time series analysis, and Chi Square.

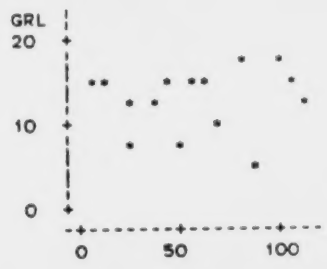
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry	1st year	programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 39.95
grade level(s)	high school-adult
hours required to complete	N.A.
n. c. e. s. code number	07.0306
number of pages	114
date of publication	1979

READABILITY



SOURCE

TITLE: Advanced Structured Cobol

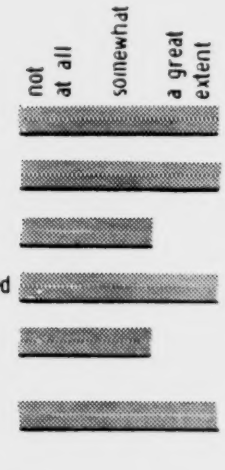
AUTHOR: Shelly & Cashman

PUBLISHER: Anaheim Publishing Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This text provides students with advanced structured cobol programming and design using significant business applications which emphasize file processing normally encountered by entry level programmers. It concentrates on professionally written code which processes and updates both sequential and random access files with program lengths typically found in industry.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming	I	typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $15.95

grade level(s) College

hours required to complete N/A

n. c. e. s. code number 07.0305

number of pages 537

date of publication 1978

READABILITY

Not Applicable

SOURCE

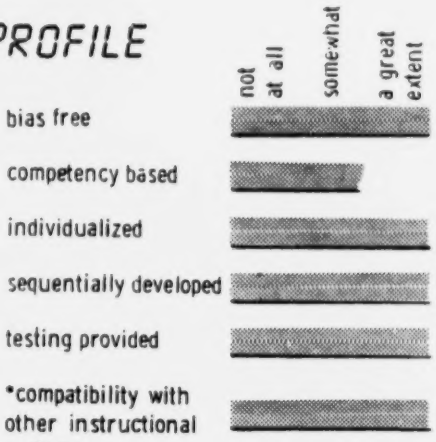
TITLE: Applications for Introduction to Automated Data Processing

AUTHOR: Wanous, Wagner, Hallam PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	X
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This set of materials includes study guides and projects designed to accompany the Introduction to Automated Data Processing Textbook. It also contains materials for designing cards and output documents, and forms for flowcharting and writing cobol programs. Its main purpose is to provide actual practice for students.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$9.12
grade level(s)	High School
hours required to complete	N/A
n. c. e. s. code number	07.0399
number of pages	
date of publication	1979

READABILITY

Not Applicable

SOURCE

TITLE: Automated Accounting for the Microcomputer

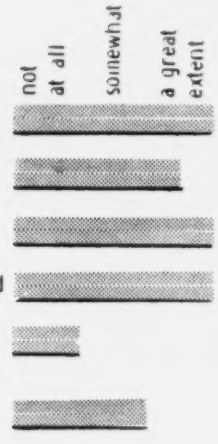
AUTHOR: Allen-Klooster

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	X
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The text and companion accounting programs on diskette are designed to provide a realistic approach to automated accounting principles using a TRS-80 or Apple computer. It includes four integrated systems: General Ledger, Accounts Payable, Accounts Receivable, and Payroll. The text provides exercises to gradually introduce students to new concepts in each accounting system.

SUGGESTED PREREQUISITES

	level		level		level
accounting	I	english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $6.83

grade level(s) High School-College

hours required to complete N/A

n. c. e. s. code number 07.0101

number of pages 347

date of publication 1982

READABILITY

Not Applicable

SOURCE

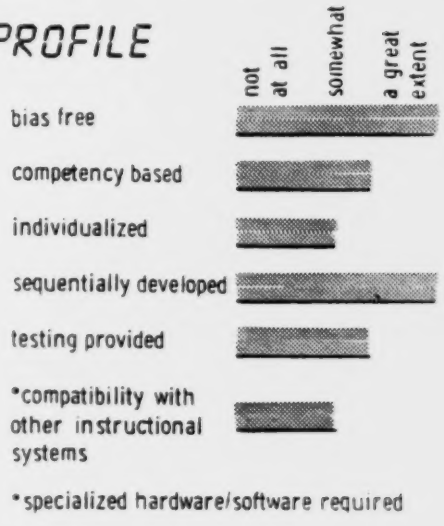
TITLE: Basic: A Computer Programming Language

AUTHOR: Pegels & Verkler PUBLISHER: Holden-Day

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The text is written to provide the student with skills in writing programs in basic with particular emphasis in a business environment. It provides an in-depth coverage of file processing for storing and manipulating data and programs. Program examples include a wide variety of accounting and business applications.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $8.95

grade level(s) Post Sec - Adult

hours required to complete N/A

n. c. e. s. code number 07.0305

number of pages

date of publication 1976

READABILITY

Not Applicable

SOURCE

TITLE: Basic for Beginners

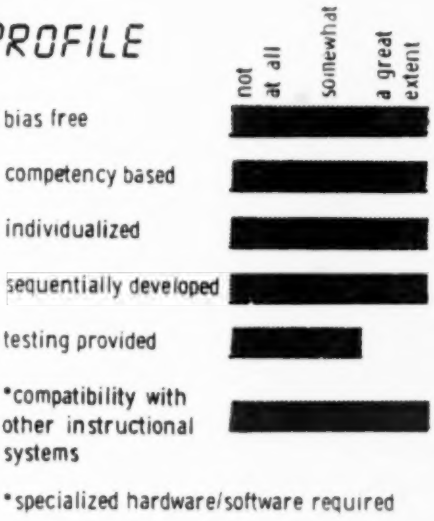
AUTHOR: Bitter & Gately

PUBLISHER: McGraw-Hill

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This book is a self-instructional manual for teaching student basic programming language. The main objective is for students to learn to write simple programs going through the mechanics needed to process them on a time-sharing computing system.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $6.95

grade level(s) High School-College

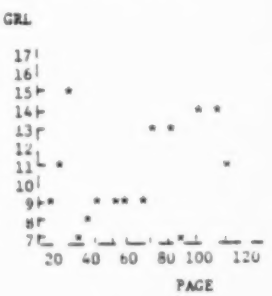
hours required to complete N/A

n. c. e. s. code number 07.0305

number of pages 157

date of publication 1978

READABILITY



SOURCE

TITLE: Business Data Processing

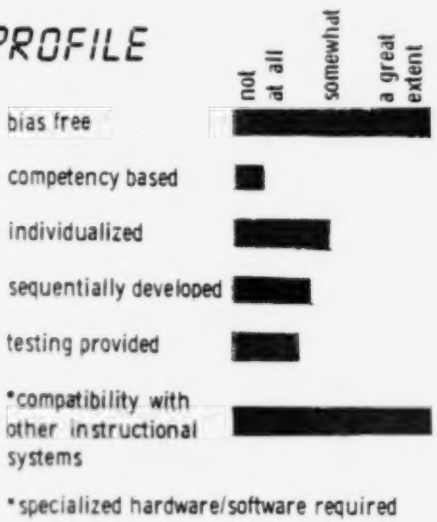
AUTHOR: Davis

PUBLISHER: Addison-Wesley

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is one in a series of introductory textbooks for students taking an employment-oriented program taught from a business perspective. The text concentrates on information management in business applications. It contains good diagrams; exercises at the end of each chapter. Verbal and visual presentations are clear.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 16.95

grade level(s) post sec.- adult

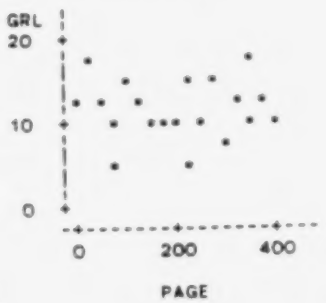
hours required to complete N.A.

n. c. e. s. code number 07.0301

number of pages 433

date of publication 1978

READABILITY



SOURCE

TITLE: Competency Based Course Outlines for Business and Office Education

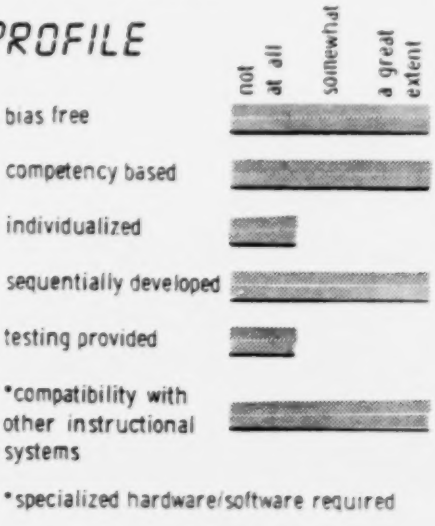
AUTHOR: .....

PUBLISHER: Virginia Department of Education

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is a guide which has been prepared to assist teachers with course outlines based on the identification of research based competencies. The guide will enable teachers to prepare students with appropriate skills for industry. The courses included are Accounting, Business Data Processing I and II, Clerical Accounting I and II, and Recordkeeping.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes X no

cost $1.50

grade level(s) High School Educators

hours required to complete

n. c. e. s. code number 07.9999

number of pages 123

date of publication 1981

READABILITY

Not Applicable

SOURCE

TITLE: Computer Algorithms and Flowcharting

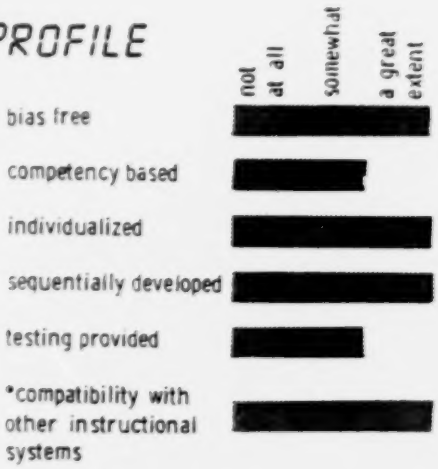
AUTHOR: Silver & Silver

PUBLISHER: McGraw-Hill

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The text covers the six steps in the programming cycle - problem analysis, developing algorithms and flowcharting, coding, keying the program, running and debugging, and documentation. Emphasis is on developing program and systems flowcharts using American National Standards symbols and procedures.

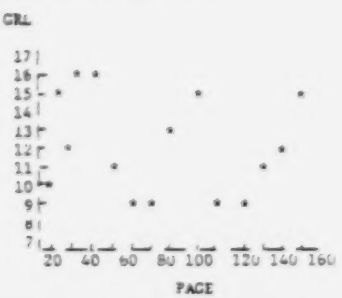
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	Unavailable
grade level(s)	College
hours required to complete	N/A
n. c. e. s. code number	07.0305
number of pages	170
date of publication	1975

READABILITY



SOURCE

TITLE: Computer Awareness

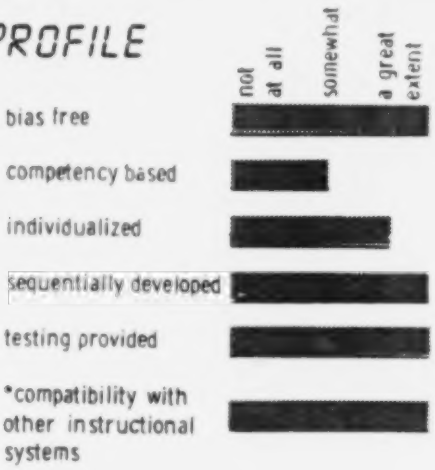
AUTHOR: Wood

PUBLISHER: Southwestern

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This text is a beginning, nontechnical introduction to business data processing using computerized systems. The main objective is to teach students the terminology and concepts of computers and their methods for processing data. It also functions as a workbook in that many exercises, practice problems and review are included.

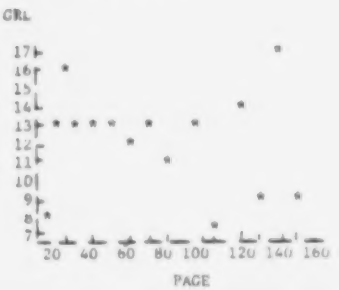
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$5.20
grade level(s)	High School
hours required to complete	N/A
n. c. e. s. code number	07.0301
number of pages	183
date of publication	1982

READABILITY



SOURCE

TITLE: Computer Power

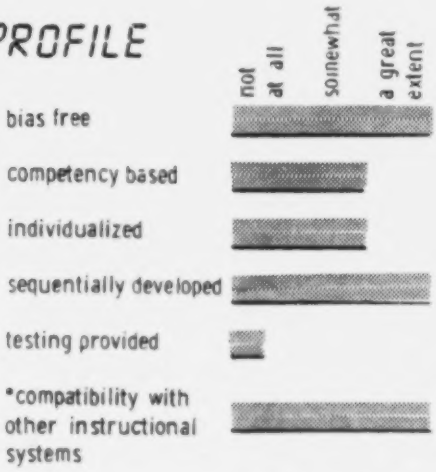
AUTHOR: Moshell

PUBLISHER: McGraw-Hill-Univ. of Tenn.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	X
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The text provides an introduction to computer programming using a version of pascal called rascal. It is written for a workshop setting in which students write programs as individuals and then as part of a group effort. Objectives of the text include learning programming concepts which are easily transferrable to other programming languages as well as being creative and artistic in reascal. A CRT/disk software package is also available.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $10.00

grade level(s) Sec- Post Sec-Adult

hours required to complete N/A

n. c. e. s. code number

number of pages 193

date of publication 1982

READABILITY

Not Applicable

SOURCE

TITLE: Computer Programming - RPG II

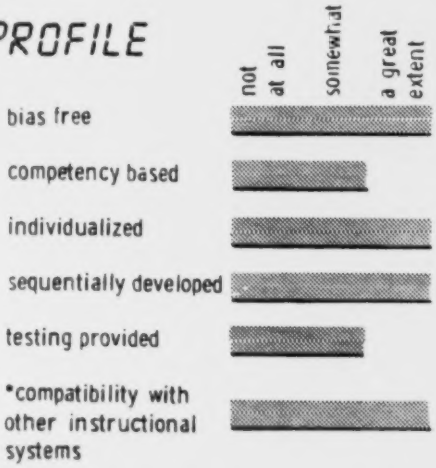
AUTHOR: Shelly & Cashman

PUBLISHER: Anaheim Publishing Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This textbook is designed to be used in a one or two semester course to teach beginning students of computer programming how to program using RPG II language. The text takes a problem oriented approach using typical business application to apply each programming concept. Each chapter provides four program assignments of increasing difficulty.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $15.95

grade level(s) High School-Post H.S.

hours required to complete ___

n. c. e. s. code number 07.0305

number of pages 549

date of publication 1976

READABILITY

Not Applicable

SOURCE

TITLE: Computers and Business Information Processing

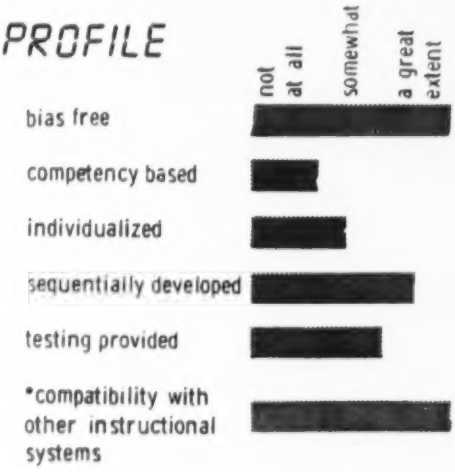
AUTHOR: Davis

PUBLISHER: Addison-Wesley

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This book is a general purpose computerized data processing text. It emphasizes computer processing concepts and terminology. Major topics include hardware components, information processing cycle, and business application file processing. In addition, various programming concepts are described illustrating major programming languages.

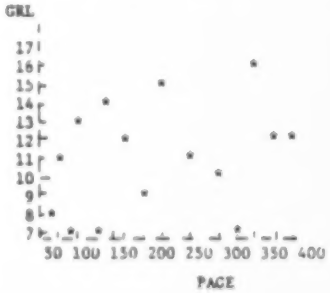
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$12.95
grade level(s)	College
hours required to complete	N/A
n. c. e. s. code number	07.0301
number of pages	475
date of publication	1981

READABILITY



SOURCE

TITLE: Computers and Data Processing

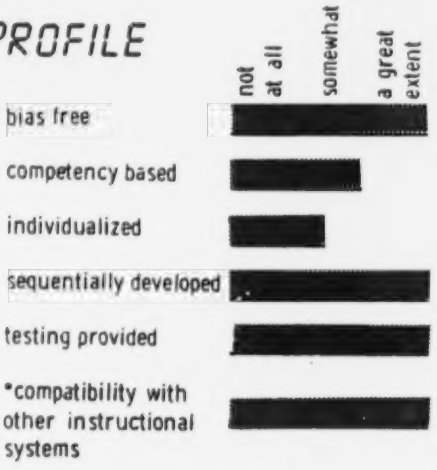
AUTHOR: Capron-Williams

PUBLISHER: Benjamin/Cummings

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	X
manual	
practice set	
simulation	
slides	
text book	X
transparency	X
videotape	X
workbook	X

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This book was designed as a textbook for an introductory course in computers and data processing and is suitable for both computer related and general education majors. In addition to topics on hardware, software, applications, and systems design, a mini-course in basic programming is included.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $24.95

grade level(s) High School-College

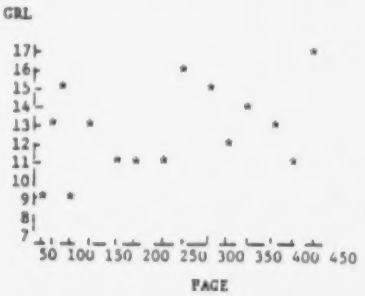
hours required to complete N/A

n. c. e. s. code number 07.0301

number of pages 514

date of publication 1982

READABILITY



SOURCE

TITLE: Data Entry Activities for the Microcomputer

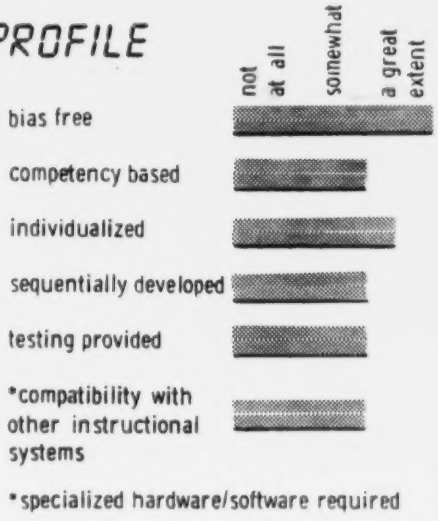
AUTHOR: Bux & Clark

PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	X
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This text-workbook is organized as a series of data entry activities on the TRS-80 and Apple microcomputers to develop skills in the Entry of Data. The data entry programs are provided on diskettes which also check the students' speed and accuracy on most assignments. In addition, it introduces various business applications and provides realistic source documents for the entry of data.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$4.16
grade level(s)	High School
hours required to complete	N/A
n. c. e. s. code number	07.0303
number of pages	227
date of publication	1982

READABILITY

Not Applicable

SOURCE

TITLE: Datapro Applications Software Solutions, volume 1

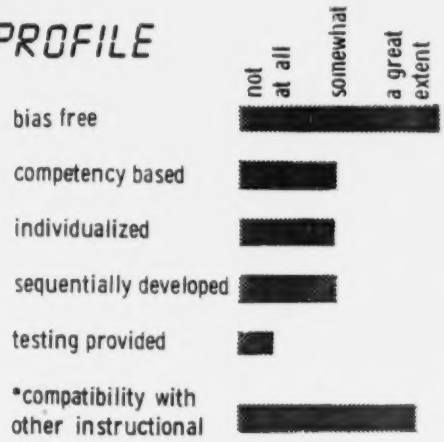
AUTHOR: Muldowney, Executive Editor

PUBLISHER: Datapro Research Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

articles frequently are specific to hardware; experience with that hardware is helpful

OPERATIONAL CHARACTERISTICS

This is an approximately 800-page looseleaf binder of current ideas in applications software, designed for managers of data and word processing operations. Its basic style of presenting a problem and suggesting a solution is clear and reflects industry standards. It is part of a research system of 15 major reports updated monthly.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry	professional	programming	professional	typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 395 per year

grade level(s) post-sec.- adult

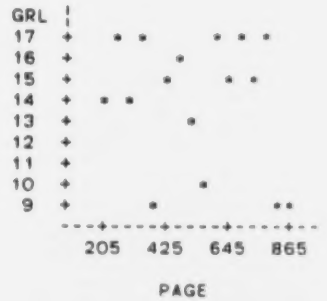
hours required to complete N.A.

n. c. e. s. code number 07.0306, 14.091. 11.0401

number of pages ca. 800

date of publication 1981

READABILITY



SOURCE

TITLE: Datapro Directory of Small Computers, volume 2

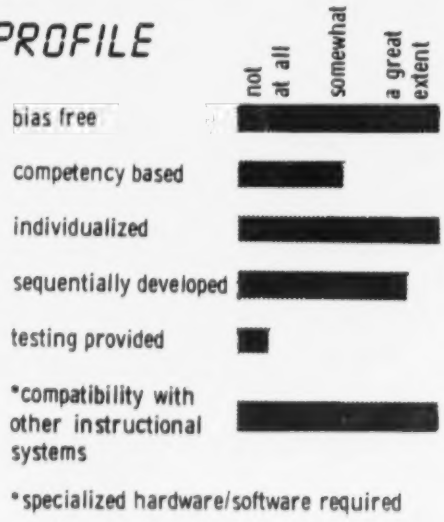
AUTHOR: Young
Director of Development

PUBLISHER: Datapro Research Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is one of a two-volume set. It is a comprehensive directory of brief summaries of small computer systems. Addresses, contact persons, product line descriptions, and sales revenues are included. Vendors, maintenance companies, and user groups are also indexed. It is part of Datapro's 15 report system.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 360 per year

grade level(s) post s[illegible] - adult

hours required to complete N.A.

n. c. e. s. code number 07.0301

number of pages ca. 600

date of publication 1982

READABILITY

Not Applicable

SOURCE

TITLE: Datapro 70, The EDP Buyer's Bible, volume 2

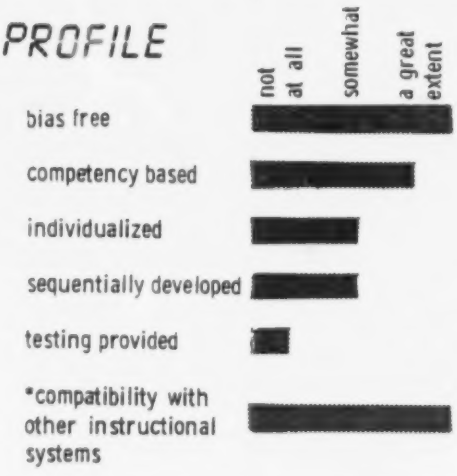
AUTHOR: Heminway
Managing Editor

PUBLISHER: Datapro Research Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is an approximately 800 page looseleaf binder of current reports on computer mainframes, terminals, printers, memory, graphic, input/output, and data entry devices. Some software reports are also included. It is updated monthly to assist the data processing manager with evaluation of the current market in hardware. It is part of a system of 15 periodic reports.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry	professional	programming	professional	typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 755 per year

grade level(s) post sec.- adult

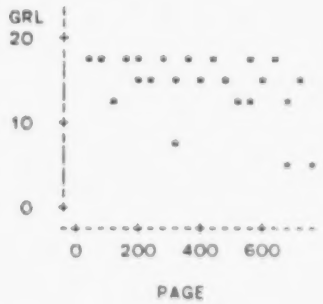
hours required to complete N.A.

n. c. e. s. code number 11.0301;0401

number of pages ca. 800

date of publication 1981

READABILITY



SOURCE

TITLE: Data Processing - An Introduction with Basic

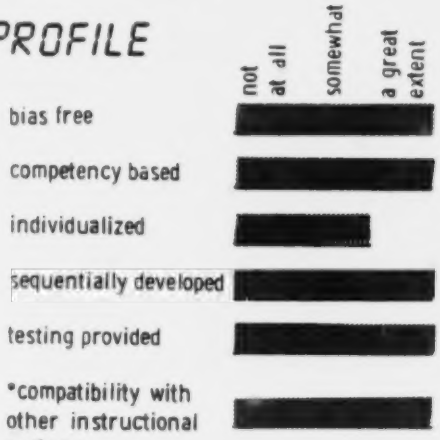
AUTHOR: Spencer

PUBLISHER: Charles E. Merrill Publishing Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	X
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This text is designed for use in a one semester course in computer data processing. The main objective of the text is to provide a general orientation to computers with emphasis on business applications. Four major parts of the book cover computer history and uses, hardware and software, processing methods and applications, and systems management. The featured programming language is basic.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $19.95

grade level(s) High School-College

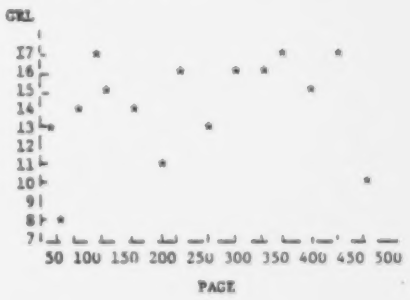
hours required to complete N/A

n. c. e. s. code number 07.0399

number of pages 528

date of publication 1982

READABILITY



SOURCE

TITLE: Data Processing Occupations: Data Entry Operator, Computer Operator, Computer Programmer

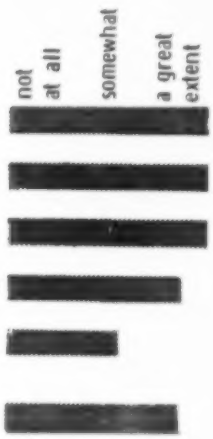
AUTHOR: Sullivan

PUBLISHER: Minnesota State Department of Education

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

standard data entry equipment, on-line terminals, key to disk or key to tape systems

OPERATIONAL CHARACTERISTICS

This is a collection of terminal performance objectives based on task lists developed by secondary and post-secondary instructors and verified by industry advisors. Objectives may be used to develop instructional modules and criterion-referenced tests. Criteria are specified for all objectives. A Student Competency Record form is included.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry	1st year	programming		typing	1st year
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes X no

cost $ 25.00

grade level(s) high school-adult

hours required to complete N.A.

n. c. e. s. code number 07.0302,03,05

number of pages 300

date of publication 1980

READABILITY

Not Applicable

SOURCE

TITLE: Desk Top Computers

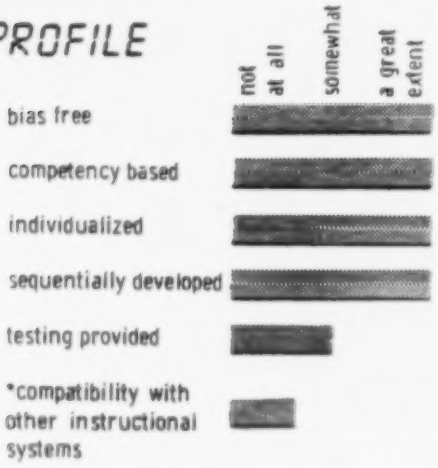
AUTHOR: Merchant, Brannan, Lawrence, Renner

PUBLISHER: Kendall/Hunt Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is a user oriented text for hands-on operation of the TRS-80 micro-computer. The text provides many illustrations which guide the student through operating, entering data, flowcharting and writing and running relatively simple basic language programs.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $6.95

grade level(s) High School-Adult

hours required to complete N/A

n. c. e. s. code number 07.0305

number of pages 71

date of publication 1981

READABILITY

Not Applicable

SOURCE

TITLE: Digital Computer Principles: Student Print Material for United States Air Force Course System

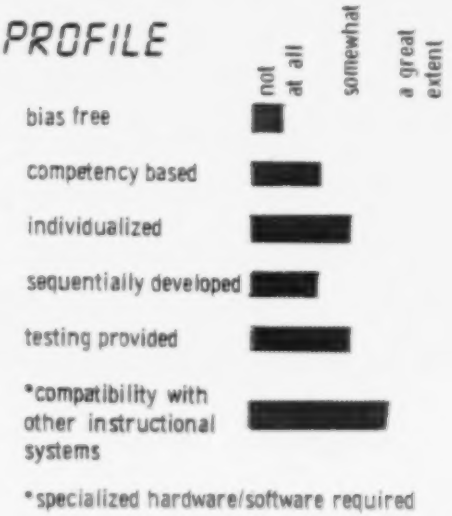
AUTHOR: National Laboratory for the Advancement of Education

PUBLISHER: Aerospace Education Foundation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This Air Force book provides instruction in the mathematical and logical bases for operation of digital computers. The typewritten text is technically written, heavily interspersed with circuit drawings, formulae, and logic diagrams. It is designed for the manager/director of electronics communications systems. Sex-biased in language and attitudes.

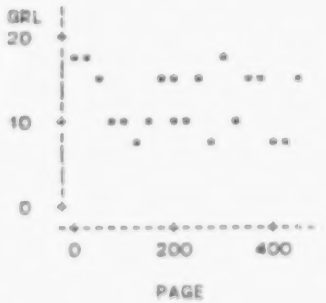
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping		algebra	1st year

ADMINISTRATIVE DATA

copyrighted?	___ yes X no
cost	$ 58.88
grade level(s)	adult
hours required to complete	76
n. c. e. s. code number	07.0302
number of pages	467
date of publication	1979

READABILITY



SOURCE

TITLE: Distributed Systems Handbook

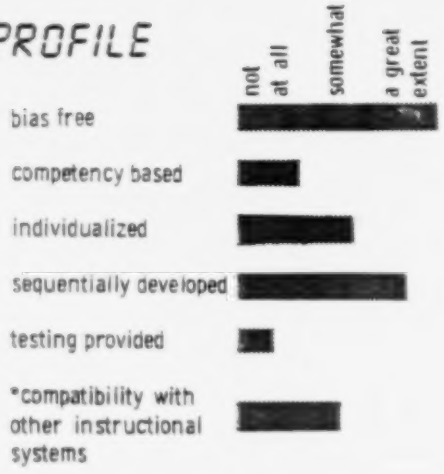
AUTHOR: # EB P1195-03

PUBLISHER: Digital Equipment Corporation

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Approximately one-fourth of the book is specific to Digital equipment applications.

OPERATIONAL CHARACTERISTICS

This is a general handbook about how computer systems can be used to manage information. A key concern of the book is how data communications systems and computer networks can link many widely separated individuals. An appendix contains case studies and models of distributed systems.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 15.00

grade level(s) post sec.- adult

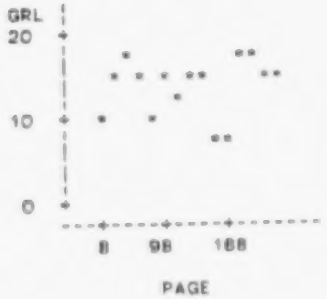
hours required to complete N.A.

n. c. e. s. code number 07.0306

number of pages 270

date of publication 1978

READABILITY



SOURCE

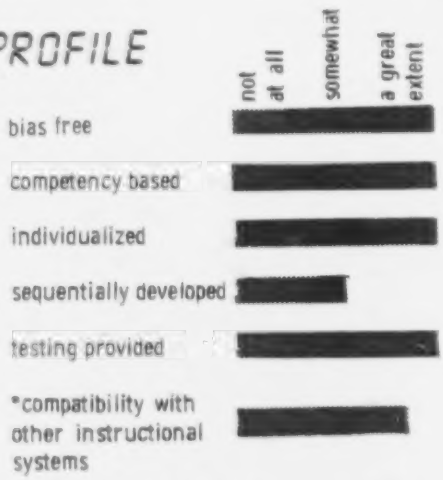
TITLE: Fundamentals of Data Processing, 2nd edition

AUTHOR: Wanous, Wagner, & Lambrecht PUBLISHER: South-Western Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	X
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Fundamentals of BASIC and COBOL languages can be learned by using study guides and applications materials included in the packet.

OPERATIONAL CHARACTERISTICS

The above profile and readability analysis is of the textbook. However, optimum use of the text requires purchase of the entire package including tests, applications' practice documents, flowchart template, and punch cards. Comprehensive document includes clear charts and drawings.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar	2nd year	shorthand	
bookkeeping		machine transcription		spelling	2nd year
data entry		programming		typing	
english composition	2nd year	record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 15.04

grade level(s) high school-adult

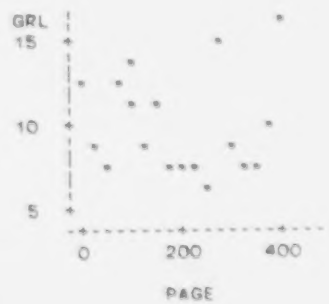
hours required to complete N.A.

n. c. e. s. code number 07.0302

number of pages 424

date of publication 1981

READABILITY



SOURCE

TITLE: IBM System/360 Assembler Workbook

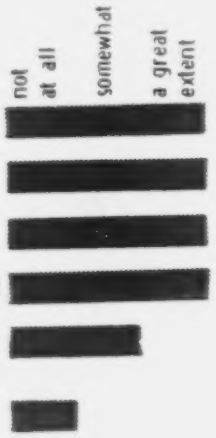
AUTHOR: Cashman & Shelly

PUBLISHER: Anaheim Publishing Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	X

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This workbook is directly related to the textbook "Introduction to Computer Programming" - IBM System/360 Assembler Language. The workbook includes project type learning activities which help students to understand the operation of instructions, machine language instruction formats, core dumps, detecting and correcting errors during assembly and execution of assembler programs.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming	I	typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$7.95
grade level(s)	College
hours required to complete	N/A
n. c. e. s. code number	07.0305
number of pages	228
date of publication	1973

READABILITY

Not Applicable

SOURCE

TITLE: Introduction to Computer Programming - Structured Cobol

AUTHOR: Shelly & Cashman

PUBLISHER: Anaheim Publishing Company

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE

	not at all	somewhat	a great extent
bias free			■
competency based		■	
individualized		■	
sequentially developed			■
testing provided		■	
*compatibility with other instructional systems			■

*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This textbook is designed to be used in a quarter or semester course to teach the beginning student of computer programming how to design and write structured programs in cobol. A problem oriented approach is taken in each chapter using typical business applications. Each chapter also introduces new concepts needed to solve a programming problem and provides review questions, debugging problems and four program assignments.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$15.95
grade level(s)	College
hours required to complete	N/A
n. c. e. s. code number	07.0305
number of pages	555
date of publication	1977

READABILITY

Not Applicable

SOURCE

TITLE: Introduction to Computers

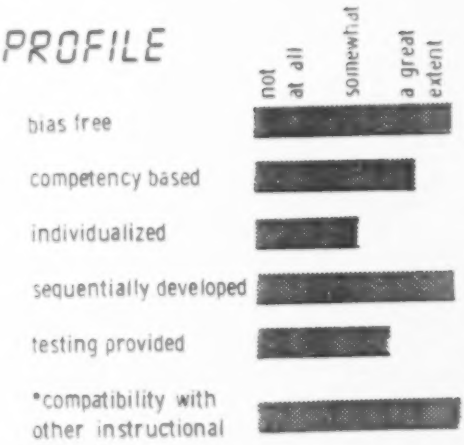
AUTHOR: Davis

PUBLISHER: Mc-Graw Hill

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This book is a general introduction to the concepts and basic features of computers (hardware, software, and systems). Basic elements of machine oriented programming are described as well as major concepts of programming in basic, fortran, and cobol. The text is modular in the sense that various chapters can be included or omitted depending on its use for one or two semesters.

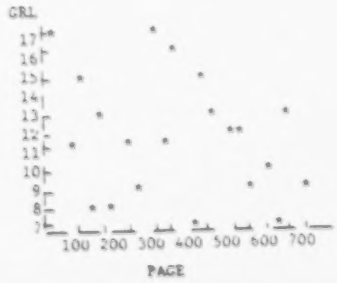
SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$28.95
grade level(s)	College
hours required to complete	N/A
n. c. e. s. code number	07.0301
number of pages	781
date of publication	1977

READABILITY



SOURCE

TITLE: Introduction to Computers and Data Processing

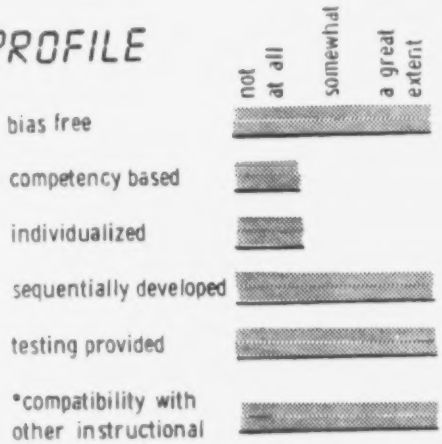
AUTHOR: Shelly and Cashman

PUBLISHER: Anaheim Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	X
videotape	
workbook	X

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The purpose of this text is to provide an introduction to computers and data processing for general education, business and computer science students. It is illustrated extensively with color illustrations and photographs which teach both technical and general business applications effectively. It also includes an appendix on basic programming with emphasis on professional level business programming problems.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $17.95

grade level(s) high school-jr. college

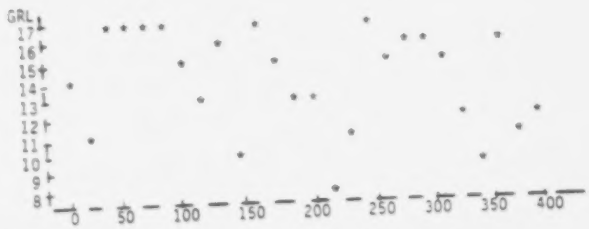
hours required to complete N/A

n. c. e. s. code number 07.0301

number of pages 440

date of publication 1980

READABILITY



SOURCE

TITLE: Introduction to Computers and Data Processing : Program Guide

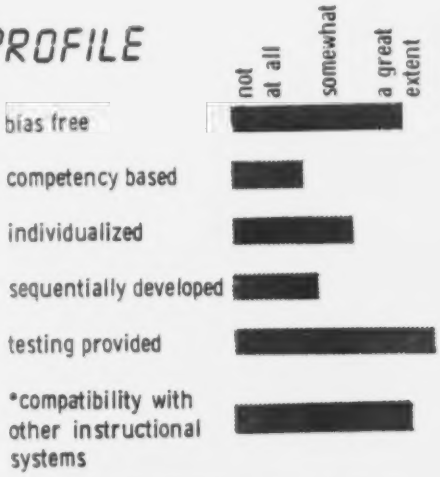
AUTHOR: Condon

PUBLISHER: Prentice Hall, Inc.

DELIVERY MODE

audio tape	X
crt/cassette tape	
crt/disk	
film	
filmstrip	X
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

A filmstrip projector and cassette tape player are required.

OPERATIONAL CHARACTERISTICS

Two sets of filmstrips/cassettes present an overview of computer components and the processing/handling of information. The manual includes a transcription of the narration and a review test for viewers. Nine filmstrips and nine tapes comprise the "Computers and Data Processing" series, known as the 1080 series. It is descriptive; appropriate for large group instruction or for individualized study.

SUGGESTED PREREQUISITES

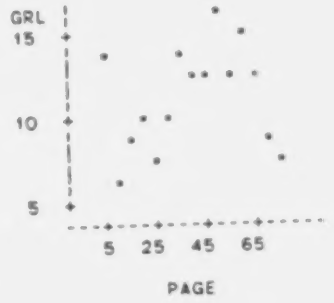
None

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 399 for set of 2
grade level(s)	high school-adult
hours required to complete	2½
n. c. e. s. code number	07.03
number of pages	84
date of publication	1981

READABILITY



SOURCE

TITLE: Introduction to Data Processing Elements of Computer Careers

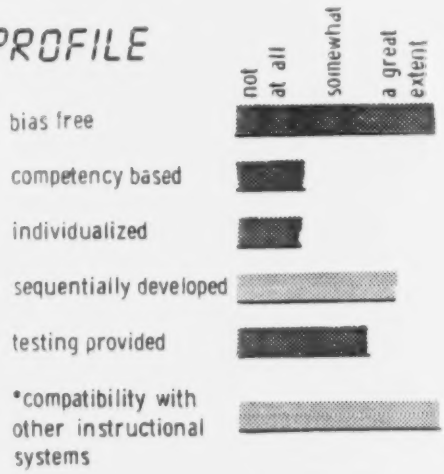
AUTHOR: Edwards

PUBLISHER: Prentice Hall, Inc.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is an introductory text in business data processing with emphasis on career education. It was developed by the Northeast Regional Education Laboratory in cooperation with the U.S. Office of Education. It may be used with or without an available computer. The major topics include computer hardware, an introduction to programming and systems design, applications in business and society, and computer careers.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes X no

cost Unavailable

grade level(s) High School

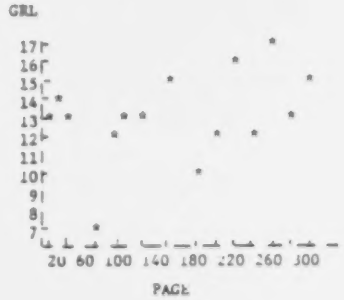
hours required to complete N/A

n. c. e. s. code number 07.0301

number of pages 344

date of publication 1977

READABILITY



SOURCE

TITLE: Introduction to Electronic Data Processing, revised edition

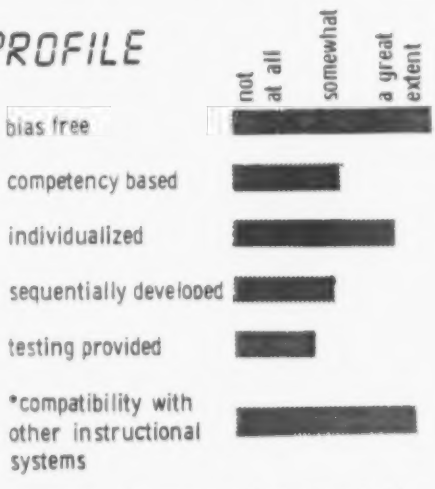
AUTHOR: Vazsonyi

PUBLISHER: Richard D. Irwin, Inc.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

A study guide is available at additional cost for more extensive testing.

OPERATIONAL CHARACTERISTICS

Text is organized into three major sections: data processing principles; FORTRAN, COBOL, and BASIC languages; and flowcharting and data processing applications. Discussion questions are provided at the end of each chapter. Two-color printing and illustrations, diagrams, and photographs add to the interest of the text. Excessive use of parentheses impedes comprehension. Six pages of problem-solving assignments are found at the end of the book.

SUGGESTED PREREQUISITES

Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 21.50

grade level(s) high school-adult

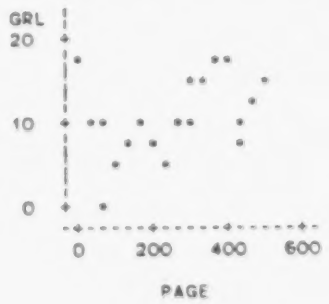
hours required to complete N.A.

n. c. e. s. code number 07.0301

number of pages 537

date of publication 1977

READABILITY



SOURCE

TITLE: Introduction to Flowcharting and Computer Programming Logic

AUTHOR: Shelly and Cashman

PUBLISHER: Anaheim Publishing Co.

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE

	not at all	somewhat	a great extent
bias free			
competency based			
individualized			
sequentially developed			
testing provided			
*compatibility with other instructional systems			

*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

The text is designed to provide instruction in the logic and flowcharting of business applications programming regardless of the language or system used. Emphasis is placed on designing or interpreting input records and output documents and writing programs using logic to manipulate the data. End of chapter assignments provide students with realistic application of learned concepts.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$11.95
grade level(s)	Post Sec-Adult
hours required to complete	N/A
n. c. e. s. code number	07.0399
number of pages	248
date of publication	1972

READABILITY

Not Applicable

SOURCE

TITLE: Introduction to IBM Data Processing Systems: Student Text, 5th edition

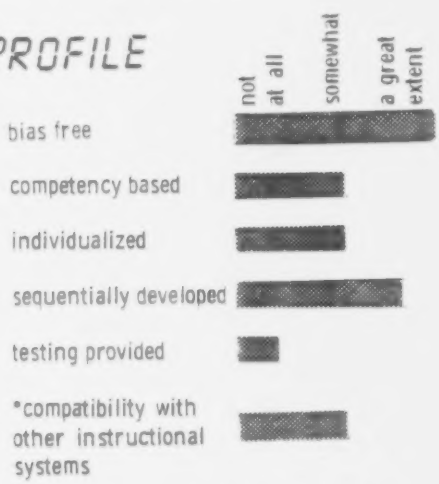
AUTHOR: IBM

PUBLISHER: IBM Education Development

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

Text is specific to IBM systems although it can be used in any program/course whose goal is basic knowledge of computers.

OPERATIONAL CHARACTERISTICS

Fundamental concepts and operational principles of data processing systems are explained. Contents include data representation, storage, central processing unit, input/output, teleprocessing, programming languages, techniques and systems, and data security.

SUGGESTED PREREQUISITES

None required

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? X yes ___ no

cost $ 4.30

grade level(s) post sec.- adult

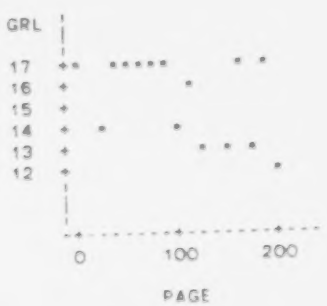
hours required to complete N.A.

n. c. e. s. code number 07.0301

number of pages 207

date of publication 1978

READABILITY



SOURCE

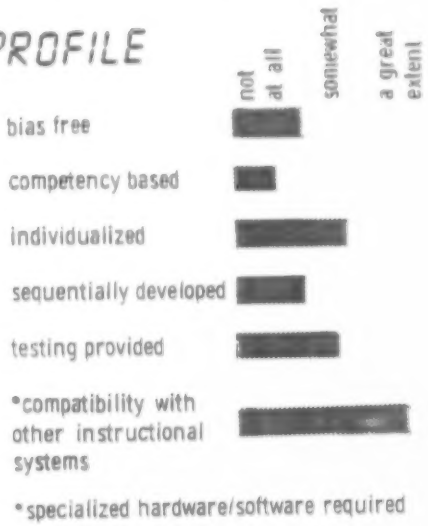
TITLE: Modern Data Processing, 3rd edition

AUTHOR: Arnold, Hill, & Nichols PUBLISHER: John Wiley and Sons

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



OPERATIONAL CHARACTERISTICS

This is a text designed for use in basic data processing courses or for independent study. It presents techniques and applications including chapters on minicomputers, microcomputers, and social and economic effects of computers. The focus is generally on what computers can do, not on how to do it. A workbook is available at extra cost. End of chapter review questions and lists of terms are provided as discussion guides.

SUGGESTED PREREQUISITES

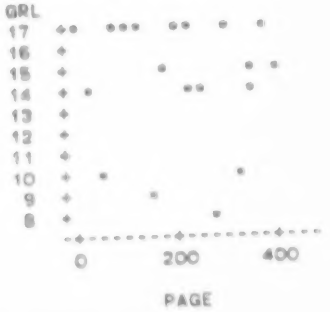
Not Applicable

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted?	X yes ___ no
cost	$ 25.95
grade level(s)	post sec.- adult
hours required to complete	N.A.
n. c. e. s. code number	07.0301
number of pages	435
date of publication	1978

READABILITY



SOURCE

TITLE: TRS-80 Educational Software Sourcebook

AUTHOR: .....

PUBLISHER:

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	X
practice set	
simulation	
slides	
text book	
transparency	
videotape	
workbook	

PROFILE

	not at all	somewhat	a great extent
bias free			
competency based			
individualized			
sequentially developed			
testing provided			
*compatibility with other instructional systems			

*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This is a directory of educational software available for the TRS-80 microcomputer from all sources. Each program listed includes a description, hardware requirements, grade levels, instructional levels, who has used the program and the source. It also includes a subject index for easy reference.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes X no

cost Unavailable

grade level(s) Post Sec-Adult

hours required to complete N/A

n. c. e. s. code number 07.0301

number of pages 228

date of publication

READABILITY

Not Applicable

SOURCE

TITLE Understanding Computers

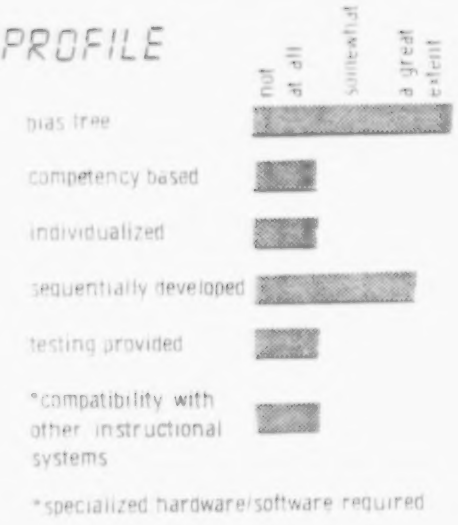
AUTHOR Crowley

PUBLISHER McGraw-Hill

DELIVERY MODE

audio tape	
crt/cassette tape	
crt/disk	
film	
filmstrip	
manual	
practice set	
simulation	
slides	
text book	X
transparency	
videotape	
workbook	

PROFILE



*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

This book is a general introduction to computers and data processing written for readers with no background in computers or mathematics. Major topics include computer functions, hardware, storage, and introduction to concepts of programming.

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted* X yes ___ no

cost $2.95

grade level(s) High School-Adult

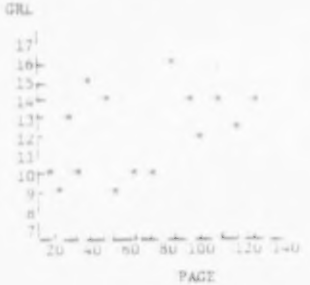
hours required to complete N/A

n. c. e. s. code number 07.0301

number of pages 142

date of publication 1967

READABILITY



SOURCE

TITLE :

AUTHOR :

PUBLISHER :

DELIVERY MODE

audio tape
crt/cassette tape
crt/disk
film
filmstrip
manual
practice set
simulation
slides
text book
transparency
videotape
workbook

PROFILE

	not at all	somewhat	a great extent
bias free			
competency based			
individualized			
sequentially developed			
testing provided			
*compatibility with other instructional systems			

*specialized hardware/software required

OPERATIONAL CHARACTERISTICS

SUGGESTED PREREQUISITES

	level		level		level
accounting		english grammar		shorthand	
bookkeeping		machine transcription		spelling	
data entry		programming		typing	
english composition		record keeping			

ADMINISTRATIVE DATA

copyrighted? ___ yes ___ no

cost

grade level(s)

hours required to complete

n. c. e. s. code number

number of pages

date of publication

READABILITY

CURRICULUM SOURCES

LISTING OF CURRICULUM SOURCES IN WORD AND DATA PROCESSING

This listing includes producers of curriculum materials in word and data processing. Producers of materials which were available and reviewed in this guide have been marked with an asterisk. An alphabetical listing of the curriculum materials by their titles is included in the Table of Contents.

* Addison-Wesley Publishing Company
2725 Sand Hill Road
Menlo Park, CA 94025

Addison-Wesley Publishing Company
Jacob Way
Reading, MA 01867

* Adler-Royal
1600 Route 22
Union, NJ 07083

* US Air Force
Aerospace Educational Foundation
1750 Pennsylvania Ave. NW
Washington, DC 20036

* Allyn and Bacon, Inc.
470 Atlantic Avenue
Boston, MA 02210

* Anaheim Publishing Co.
1120 E. Ash
Fullerton, CA 92631

Apple Computer Inc.
10260 Bandley Drive
Cupertino, CA 94017

Atari, Inc.
1272 Borregas Avenue
Sunnyvale, CA 94086

Automated Office Systems
419 Boylston Street, Suite 312
Boston, MA 02116

Avant-Garde Creations
P.O. Box 30161
Eugene, OR 97403

Bell and Howell
7100 N. McCormick Road
Chicago, IL 60645

* Benjamin Cummings Publishing Co.
2727 Sand Hill Road
Menlo Park, CA 94025

* Bergwall Productions
839 Stewart Avenue
P.O. Box 238
Garden City, NY 11530

Bluebird's Computer Software
2267 23rd Street
Wyandotte, MI 48192

* Bobbs-Merrill
4300 W. 62nd St., P.O. Box 7080
Indianapolis, IN 46206

Booze, Allen, and Hamilton, Inc.
245 Park Avenue
New York, NY 10017

Borg-Warner Educational Systems
600 W. University Drive
Arlington Heights, IL 60004

Bottom Shelf
751 DeKalb Industrial Way
Atlanta, GA 30033

Brain Box
601 W. 26th Street
New York, NY 10003

Burroughs Corporation
OCR Systems
9 Ray Avenue
Burlington, MA 01803

Business Week
P.O. Box 506
Hightstown, NJ 08520

CADO Systems Corporation
2771 Toledo Street
P.O. Box 3759
Torrance, CA 90510

Career Aids, Inc.
8950 Lurline Ave. Department J5
Chatsworth, CA 91311

Colorado State University
Vocational Education Building
Fort Collins, CO 80523

Comm Data Systems
P.O. Box 325
Milford, MI 48042

Commerical Union Assurance Companies
EDP Special Interest Group
One Beacon Street
Boston, MA 02108

COMPress
P.O. Box 102
Wentworth, NH 03282

Compumax, Inc.
P.O. Box 1139
Palo Alto, CA 94301

Computer Curriculum Corp.
P.O. Box 10080
Palo Alto, CA 94303

Computer Forum
80 Broad Street
Red Bank, NJ 07701

Computer Information Exchange
P.O. Box 159
San Luis Rey, CA 92068

Computer Mart of NJ
501 Route 27
Iselin, NJ 08830

Control Data Education Company
EGNESD Box O
Minneapolis, MN 55440

Cook's Computer Company
1905 Bailey Drive
Marshalltown, IA 50158

Creative Computing
P.O. Box 1139
Morristown, NJ 07960

Creative Strategies, Inc.
4340 Stevens Creek Blvd.
San Jose, CA 95129

* Datapro Research Corporation
1805 Underwood Blvd.
Delran, NJ 08075

DDP Systems, Inc.
132 W. 31st Street
New York, NY 10001

DEC Systems
1020 Stewart Drive
Sunnyvale, CA 94086

* Delta Pi Epsilon
Gustavus Adolphus College
St. Peter, MN 56082

Dictaphone Corporation
105 Oak Street
Norwood, NJ 07648

* Digital Equipment Corporation
Direct Sales - CS 2008
Nashua, NH 03061

Disney Electronics Education Programs
6153 Fairmont Avenue
San Diego, CA 92120

Eastman Kodak
Business Systems Markets Division
Department DP 1637
Rochester, NY 14650

Educational Activities, Inc.
1937 Grand Avenue
Baldwin, NY 11510

Educational Courseware
3 Nappa Lane
Westport, CT 06880

Educational Software Professionals
38437 Grand River
Farmington Hills, MI 48018

Edu-Soft Steketee Educational Software
4639 Spruce Street
Philadelphia, PA 19139

Electronic Data Systems Corporation
13773 N. Central Expressway
Suite 1115
Dallas, TX 75243

Elsevier North-Holland, Inc.
52 Vanderbilt Avenue
New York, NY 10017

Entelek
P.O. Box 1303
Portsmouth, NH 03801

Exxon Office Systems
777 Long Ridge Road
Stamford, CT 06904

Friden
31285 San Clemente Street
Hayward, CA 94544

Frost and Sullivan
106 Fulton Street
New York, NY 10038

General Electric Company
Data Communication Products Dept.
Waynesboro, VA 22980

Gentech Corporation
4101 N. St. Joseph Avenue
Evansville, IN 47712

Geyer-McAllister Publications, Inc.
51 Madison Avenue
New York, NY 10010

Gregg McGraw Hill
Princeton Road
Hightstown, NJ 08520

J.L. Hammett Company, Inc.
P.O. Box 545
Hammett Place
Braintree, MA 02184

* Harcourt Brace Jovanovich, Inc.
757 3rd Avenue
New York, NY 10017

* Harper & Row Publishers, Inc.
10 East 53rd Street
New York, NY 10022

Hayden Book Company, Inc.
50 Essex St.
Rochelle Park, NJ 07662

High Technology Software, Inc.
P.O. Box 14665
800 N. Classen Blvd.
Oklahoma City, OK 73113

* Holden-Day
500 Sansome Street
San Francisco, CA 94111

Honeywell Office Automation Systems
3 Newton Executive Park Drive
Newton Lower Falls, MA 02162

Houghton Mifflin Company
One Beacon Street
Boston, MA 02107

* IBM Corporation, Department 802
1133 Westchester Avenue
White Plains, NY 10604

IBM General Systems Division
P.O. Box 2068
Atlanta, GA 30055

Image Resource Corp.
2260 Townsgate Road
Westlake Village, CA 91361

IMLAC Corporation
Graphic Arts Division
150 A Street
Needham, MA 02194

* Information Unlimited Software, Inc.
281 Arlington Avenue
Berkeley, CA 94707

Instructional Development Systems
29 Virginia Beach Blvd.
Virginia Beach, CA 23452

Intel Corporation
3965 Bowers
Santa Clara, CA 95051

International Data Corporation
214 3rd Avenue
Waltham, MA 02154

International Resource Development
30 Broad Street
Norwalk, CT 06851

* International Information/Word Processing Association
1015 North York Road
Willow Grove, PA 19090

* Richard D. Irwin, Inc.
1818 Ridge Road
Homewood, IL 60430

* Kendall/Hunt Publishing Co.
2460 Kerper Blvd.
Dubuque, IA 52001

K-12 MicroMedia
P.O. Box 17
Valley Cottage, NY 10989

Learning Tools Inc.
4 Washburn Place
Brookline, MA 02146

Level IV Products, Inc.
32461 School Craft
Livonia, MI 48150

Lexitron
1840 DeHavilland Drive
Thousand Oaks, CA 91359

Arthur D. Little, Inc.
25 Acorn Park
Cambridge, MA 02140

MAG TECH
50 Merrick Road
Rockville Centre, NY 11570

Charles Mann and Associates
55722 Santa Fe Trail
Yucca Valley, CA 92284

* Charles E. Merrill Pub. Co.
1300 Alum Creek Drive
Columbus, OH 43216

Mannesmann Tally
8301 S. 180th
Kent, WA 98031

Martin Simpson Research Associates
Commercial Trust Co. Bldg., Box 476
Jersey City, NJ 07303

Math Learning Center
325 13th Street, N.E.-Room 302
Salem, OR 97301

* McGraw Hill/Gregg Division
1221 Avenue of the Americas
New York, NY 10020

McGraw Hill/Webster Division
1221 Avenue of the Americas
New York, NY 10020

MECC Publications
2520 Broadway Drive
St. Paul, MN 55113

MicroGnome
5843 Montgomery Road
Elkridge, MD 21227

Micro Learningware
P.O. Box 2134
North Mankato, MN 56001

Microphys Programs
2048 Ford Street
Brooklyn, NY 11229

Microsoft Consumer Products
400 108th Avenue, N.E.
Bellevue, WA 98004

* Milliken Publishing Company
1100 Research Blvd.
St. Louis, MO 63132

Milton Bradley
Shaker Road
East Longmeadow, MA 01028

Mini Computer Support Group, Inc.
3645 Warrensville Center Road
Shaker Heights, OH 44122

* Minnesota Curriculum Resources Center
3554 White Bear Avenue
White Bear Lake, MN 55110

Monument Computer Service
Village Data Center
P.O. Box 603
Joshua Tree, CA 92252

* MPC Educational Publishers
3839 White Plains Road
Bronx, NY 10467

National Business Education Assn.
1914 Association Drive
Reston, VA 22091

National Data Systems, Inc.
299 Market Street
Saddle Brook, NJ 07662

National Software Marketing
4701 McKinley Street
Hollywood, FL 33021

* NJ Vocational-Technical
Curriculum Laboratory
Building 4103, Kilmer Campus
Rutgers - The State University
New Brunswick, NJ 08903

New School for Social Research
66 W. 12th Street
New York, NY 10011

Northern Business Intelligence
150 Nassau Street
New York, NY 10038

Olivetti
155 White Plains Road
Tarrytown, NY 10591

Perkin-Elmer
2 Crescent Place
Oceanport, NJ 07757

Personal Software
1330 Bordeaux
Sunnyvale, CA 94086

Powersoft
P.O. Box 157
Pitman, NJ 08071

* Prentice Hall, Inc.
Englewood Cliffs
New Jersey 07632

Program Design, Inc.
11 Idar Court
Greenwich, CT 06830

Programma International
2908 N. Naomi Street
Burbank, CA 91504

Quantum Science Corporation
1114 Avenue of the Americas
New York, NY 10036

* Radio Shack Education Division
1600 One Tandy Center
Fort Worth, TX 76102

Random House High School Division
2970 Brandywine Road, Suite 201
Atlanta, GA 30341

Random House School Division
201 E. 50th Street
New York, NY 10022

Science Research Associates
155 North Wacker Drive
Chicago, IL 60606

Software Exchange
P.O. Box 68
Milford, NH 03055

* South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227

Sterling Swift Publishing Company
1600 Fortview Road
Austin, TX 78704

* Sybex, Inc.
2344 6th Street
Berkeley, CA 94710

Technical Publishing Company
Datamation
666 Fifth Avenue
New York, NY 10103

Technology Review
Room 10-140
Massachusetts Institute of Technology
Cambridge, MA 02139

Telcom
48-40 34th Street
Long Island City, NY 11101

Telex Computer Products
6422 East 41st Street
Tulsa, OK 74135

Truax and Associates
Suite 120 Brandywood Plaza
2500 Grubb Road
Wilmington, DE 19010

Unicom
297 Elmwood Avenue
Providence, RI 02907

* Virginia Department of Education
P.O. Box 60
Richmond, VA 23216

V-TECS
795 Peachtree Street, NE
Atlanta, GA 30308

WANG Laboratories
Lowell, MA 01851

* Western Illinois University
Curriculum Publications Clearinghouse
47 Horrabin Hall
Macomb, IL 61455

Western Tape
2761 Marine Way
Mountain View, CA 94040

* John Wiley and Sons
1 Wiley Drive
Somerset, NJ 08873

* Winthrop Publishers, Inc.
17 Dunster Street
Cambridge, MA 02138

Xerox Printing Systems
880 Apollo Street, PL-60
El Segundo, CA 90245

The Yankee Group
Harvard Square, P.O. Box 43
Cambridge, MA 02138

Zenith Data Systems
1000 Milwaukee Avenue
Glenview, IL 60025